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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, September 2, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting June 3, 2004.
Explanatory document: draft Minutes

3. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting June 17, 2004.
Explanatory document: draft Minutes

4. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting July 15, 2004.
Explanatory document: draft Minutes

5. CITY LIBRARIAN SEARCH PROGRESS REPORT ACTION
Presentation on and discussion of a progress report on ongoing efforts to seek applicants to recommend as candidates for the Library Commission to consider as nominees to the Mayor for the position of City Librarian and possible action to approve a revised City Librarian Profile and Recruitment Brochure for use by the executive search firm.

6. PROP. E HEARINGS DISCUSSION
Presentation and discussion of a protocol for the 28 scheduled branch library meetings in September and October in compliance with the requirements of Prop. E. (Library Preservation Fund 1994).

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

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7. CITY LIBRARIAN'S REPORT DISCUSSION

by Acting City Librarian Paul Underwood

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

The City Librarian will report on the following subjects: vacancies and retirements in administration; and exhibitions and programs.

8. FRIENDS OF THE LIBRARY REPORT DISCUSSION

(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. ADJOURNMENT (requires motion and public comment) ACTION

8/30/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

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SEP 30 2004

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, September 2, 2004
The San Francisco Public Library Commission held a regular meeting on Thursday, September 2, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03pm.

The following members were present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:05pm

President Higueras announced that following Public Comment he would take up Agenda Item #6 out of order then return to the posted order for the remaining items.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public discussed what they found to be expressions of disregard for public comment offered at Library Commission meetings.
Mr. Peter Warfield noted that the Sunshine Ordinance Task Force had dismissed his most recent series of complaints against the Library, discussed the importance of meeting minutes, and commented on what he found to be shortcomings in the Prop. E (Library Preservation Fund 1994) branch survey questionnaires.

AGENDA ITEM #6 PROP E HEARINGS

Deputy City Attorney Catharine Barnes presented an overview of the Charter Amendment's requirements for the final quintennial series of Prop. E (Library Preservation Fund 1994) Branch Library hearings. Ms. Barnes highlighted in particular issues involving providing access to these mandatory meetings for disabled library user's at branch that were not fully ADA (Americans with Disabilities Act) accessible. Mr. Kenneth Stein, Program Administrator of Mayor's Office on Disability discussed the City's Accessible Public Event Policy governing such meetings and noted the recent Board of Supervisor's resolution concerning the requirements for completion of the Accessible Public Event checklist for all city events. Library Access Services Manager Marti Goddard described additional accessible branches where Prop. E hearings could be held and proposed to find ways to facilitate making other branches accessible for this purpose. The Deputy City Attorney then further outlined the requirements for the Prop. E surveys and branch hearings and emphasized the importance that the meetings be conducted in a uniform manner. The Acting City Librarian then outlined how the 28 meetings would be conducted to receive the information gathered from users in required Prop. E surveys. Mr. Underwood additionally discussed plans to have information available on the Branch Library Improvement Program, and the Friends' Capital Campaign for the Branch Libraries as well as about the ongoing City Librarian Search Process rather than presentations in addition to the required Prop. E discussion of public service hours.

Public comment on AGENDA ITEM #6 PROP E HEARINGS

An anonymous member of the public commented that these series of Prop. E meetings were beginning later in the year than the previous two series and suggested that they provided too limited an amount of time to discuss all of the issues. This person urged that the Library Commission develop the program for the Prop. E hearings and be honest about any trade-offs for additional hours.
Mr. Peter Warfield commented that he thought this among the most important tasks of the Commission, noted that he believed SFPL to be a wealthy library system, and criticized the format of the proposed Prop. E surveys suggesting that they were structured to limit choices. Mr. Warfield urged that the meetings be well publicized.

Commission discussion of AGENDA ITEM #6 PROP E HEARINGS

In response to questions by Vice President Steiman, the Acting City Librarian and Library Public Affairs Chief Marcia Schneider provided additional information on how the Library's survey consultant David Binder had developed this year's survey questionnaire based on the previous Prop. E surveys. Commissioner Bautista and Chin emphasized that it was important that users know the real cost of public services hours. President Higueras suggested having such costs information available at meetings. Commissioner Coulter suggesting calling attention to the 47% increase in public services hours and the fiscal stability made possible by Prop E. there followed discussion among the Commissioners concerning ways more users could be attracted to the meetings with loss of attention tom the mandated purpose.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004

An anonymous member of the public noted the long delay in approving these minutes; cited a missing report of a recess; and discussed examples of errors and omissions in the the City Librarian's Report and the discussion of RFID.
Mr. Peter Warfield opposed adoption of the Minutes; citing inaccurate reporting of some of his comments as well as what he termed egregious omissions in the reporting of the approval of the May 6th Commission meeting minutes.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004

MOTION: By Commission Chin, 2nd Commission Bautista for approval of the June 3rd Minutes as amended to include report of the time in recess.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 19, 2004

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 19, 2004

An anonymous member of the public again noted that the minutes had not been approved in a timely manner and found their reporting emblematic of outrageous errors

and omissions in Commission meeting minutes, citing as example the report of public comments, discussion of the Privacy Policy, and about public comment offered by Mr. Warfield.
Mr. Peter Warfield requested several corrections be made in the reporting on the Privacy Policy and the discussion concerning possible use of RFID on Library cards

COMMISSION discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 19, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of June 19, 2004 as amended to correct a page 3 typographical error and clarify that Mr. Warfield's had called attention to possible use of RFID on Library cards during discussion of the privacy policy.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

An anonymous member of the public commented that Mr. Warfield had not called attention to himself when commenting on a Library Journal editorial on "gadflies". This person also found inaccuracies in the report on the Incompatible Activities Policy.
Mr. Peter Warfield opposed approval of the Minutes without corrections and noted that the report on his public comments about a Library Journal editorial on "gadflies" did not note that this editorial called attention to his activities.

Commission discussion of AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of July 15, 2004 as amended to add "such as himself" to the report of Mr. Warfield's public comment concerning a Library Journal editorial on "gadflies".

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

Library Human Resources Director Donna Marion and Library Executive Search Consultant Mr. William Hawkins presented an overview of the ongoing progress of the search for candidates for City Librarian. Mr. Hawkins highlighted changes in the draft recruitment brochure (copy attached) made in response to the Commissioners' direction, discussed outreach to potential candidates, and set out a revised timeline for the recruitment and selection process leading to the Commissioners' recommendation of a candidate(s) to the Mayor in late November.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

An anonymous member of the public urged that the Commissioners carefully consider previous discussions about the search process and carefully consider the proposal presented to them.
Mr. Peter Warfield expressed regret that the sample revised recruitment brochure was not available prior to the meeting and questioned the direction of the brochure expressing concern with its lack of information on the library's collections or about books. Mr. Warfield last found the proposed timeline for the search very tight and suggested that non-librarians like authors and distinguished scholars also be considered for the position.

Commission discussion of AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

Vice President Steiman noted that the San Francisco Public Library was not like other libraries and that in her view it was essential that candidates should be experienced professional working librarians. She expressed concern that there would be sufficient good candidates. In response to questions by Commissioner Bautista, Ms. Marion explained how the salary would be presented in the brochure depending out the outcome of ongoing discussions with the City's Department of Human Resources. Commissioner Coulter found the revised brochure improved and suggested that information on the Library's collections also be included. In response to Commissioners' comments, Mr. Hawkins proposed to make additional changes to the text, format and photos used in the proposed recruitment brochure.

MOTION: by Commissioner Coulter, 2nd Commissioner Strobin for approval of the recruitment brochure with the suggested changes.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

President Higueras called a brief recess at 6:08pm
The Commission returned to session at 6:16pm

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

The Acting City Librarian brought the Commissioners up to date on Library senior staff vacancies and retirements noting that the positions of City Librarian, Chief of Branches, Chief of Technical Services, and Finance Director, were vacant. Mr. Underwood noted that Director of Operations Rich Walsh, who had taken a Prop. F (2003) early retirement, and Finance Director George Nichols who was also retiring would be temporarily returning as retirees to mentor and assist during the transition to their successors. The Acting City Librarian reported that Ms. Penny Skinner-Klee, an intra-departmental transfer, would be assuming Mr. Walsh's position. The Acting City Librarian then reported on the current and upcoming Programs and exhibitions.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

None offered.

Commission discussion of AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

Commissioners Coulter and Bautista lauded Rich Walsh for his decades of service to the Library as both Commission Secretary and Director of Operations calling him an excellent manager and steward of the Library's resources. President Higueras called attention to the "Architecture and the City" programs jointly sponsored by the Library and the San Francisco Chapter of the A.I.A. (American Institute of Architects) as the start of a very productive relationship. Commissioner Chin noted that even the San Francisco Symphony was taking part by presenting a concern of architecture themed music.

AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

Ms. Deborah Doyle, Acting Executive Director for the Friends reminder the Commissioner of the upcoming "Big Book" Sale and noted that this year there would be a special auction of artworks created during the library's "Reversing Vandalism" exhibit benefiting the Library. Ms. Doyle also reported that the Friends had signed a lease for a new office location and would be leaving the Main Library. The Acting Executive Director of the Friends reported on the Friends ongoing Executive Director Search Process and then noted the annual observance of "Banned Books Week" Ms. Doyle then discussed on Friends' support for neighborhood library events such as the 1950s event saluting the 50th Anniversary of the Marina Library. Ms. Doyle described the Friends work in support of the Library's Prop. 14 (State Library Bond) applications and reported that the late Library hero and Friends founder Mary Louise Stong had left a significant financial gift to the Friends to support the Library.

Public comment on AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

President Higueras thanked Ms. Doyle for her comprehensive update.

AGENDA ITEM #9 LABOR UNION REPORT

(No report offered)

AGENDA ITEM #10 NEW BUSINESS

(No items were proposed)

AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Steiman, 2nd Commissioner Chin that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, at the hour of 6:34pm the Public Library Commission adjourned.

Michael Housh, Commission Secretary 9/17/04

Please note: Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the September 2, 2004 Minutes:

Prop. E (1994) Library Hours hearings Schedule
Proposed City Librarian recruitment brochure

Minutes of the regular Commission Meeting of September 2, 2004

Appendix A

Library Commission meeting of September 2, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

LIBRARY HOURS HEARINGS

Community participation wanted at public forums

A public hearing will be held at your neighborhood library to discuss the results of a survey of user preferences and to learn from the public which open hours at each facility best serve the needs of library users. The Library Commission will use this information to establish library service hours for the five year period beginning January, 2005.

Meetings are scheduled as follows:

LOCATION	DATE/TIME	ADDRESS
Anza	Wednesday, Sept 15, 7:00 p.m.	550 37th Avenue (near Anza)
Bayview/Anna E. Waden	Tuesday, October 12, 7:00 p.m.	5075 3rd Street (at Revere)
Bernal Heights	Saturday, October 16, 2:00 p.m.	500 Cortland (near Moultrie)
Chinatown	Saturday, October 16, 2:00 p.m.	1135 Powell Street (Jackson)
Eureka Valley/Harvey Milk Memorial	Monday, September 27, 7:00 p.m.	3555 16th St. (near Market)
Excelsior	Tuesday, October 12, 7:00 p.m. **BRANCH CLOSED FOR RENOVATION**. MEETING TO BE HELD AT COLEMAN ADVOCATES 459 Vienna (at Persia)	
Glen Park	Tuesday, September 21, 7:00 p.m.	653 Chenery (near Diamond)
Golden Gate Valley	Wednesday, Sept. 29, 7:00 p.m.	1801 Green Street (Octavia)
Ingleside	Monday, September 13, 7:00 p.m.	1649 Ocean (near Faxton)
Main Library	Wednesday, Sept. 29, 7:00 p.m.	100 Larkin Street (at Grove)
Marina	Monday, September 13, 7:00 p.m.	1890 Chestnut (near Webster)

Merced	Monday, September 20, 7:00 p.m.	155 Winston (at 19th Avenue)
* Mission	Wednesday, September 15, 7:00 p.m.	300 Bartlett (at 24th Street)
Mission Bay	Thursday, September 23, 7:00 p.m.	South Beach Yacht Club, Pier 40, The Embarcadero
Noe Valley/Sally Brunn	Tuesday, September 21, 7:00 p.m.	451 Jersey Street (Castro)
North Beach	Monday, September 20, 7:00 p.m.	2000 Mason (at Columbus)
* Ocean View	Thursday, September 23, 7:00 p.m.	345 Randolph Street
* Ortega	Wednesday, September 22, 7:00 p.m.	3223 Ortega (at 39th Avenue)
* Park	Wednesday, September 22, 7:00 p.m.	1833 Page Street (near Cole)
Parkside	Tuesday, October 5, 7:00 p.m.	1200 Taraval (at 22nd Avenue)
* Portola	Tuesday, September 28, 7:00 p.m.	2450 San Bruno (at Silliman)
Potrero	Saturday, October 2, 2:00 p.m.	1616 20th St. (Connecticut)
* Presidio	Tuesday, September 28, 7:00 p.m	3150 Sacramento (Baker)
Richmond/ Senator Milton Marks	Thursday, September 30, 7:00 p.m.	351 9th Avenue (Clement)
* Sunset	Monday, September 27, 7:00 p.m.	1305 18th Ave (at Irving)
Visitacion Valley	Tuesday, October 5, 7:00 p.m.	45 Leland Ave (Bayshore)
West Portal	Thursday, September 30, 7:00 p.m.	190 Lenox Way (at Ulloa)
Western Addition	Saturday, October 2, 2:00 p.m.	1550 Scott St (at Geary)

* = Wheelchair accessible

SAN FRANCISCO BRANCH LIBRARY SURVEY 2004

Branch Code: _____

San Francisco's public libraries are interested in your opinions. In June 1994, San Francisco voters passed Proposition E, which set aside a portion of the city's general fund to be used solely for San Francisco's public libraries. The proposition also said that the users of each branch library should be surveyed regarding preferences as to the library's operating hours. The results of the survey will be one factor in determining the hours that your branch library will be open. In September and October, hearings will be held at branch libraries in which results of this survey will be reviewed.

1. Approximately how many times have you yourself visited this branch library in the last 12 months?

   Number of Times: _____

2. Just in general, how satisfied are you with the hours your branch is open for service? (Check ONE Choice)

   ☐ Very Satisfied ☐ Somewhat Satisfied ☐ Not Very Satisfied ☐ Not Satisfied at All

3. How satisfied are you with your ability to get the books and materials you want? (Check ONE Choice)

   ☐ Very Satisfied ☐ Somewhat Satisfied ☐ Not Very Satisfied ☐ Not Satisfied at All

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If you had to choose between the following options, which time do you prefer your branch to be open?

4. ☐ A weekday morning OR ☐ A weekday evening

5. ☐ A Saturday morning OR ☐ A Saturday afternoon

6a. Which EVENING of the week is MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ None

6b. Which EVENING of the week is the SECOND MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ None

7a. Which AFTERNOON of the week is MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ None

7b. Which AFTERNOON of the week is the SECOND MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ None

8a. Which MORNING of the week is MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ None

PLEASE TURN OVER

8b. Which MORNING of the week is the SECOND MOST IMPORTANT for your library to be open? (Check ONE choice)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ None

9. On weekday evenings, which ONE time period would you be most likely to use the library? (Check ONE)

☐ 5PM – 6PM ☐ 6PM – 7PM ☐ 7PM – 8PM ☐ 8PM – 9PM

10. If your branch library were temporarily closed for renovation, which would you prefer for temporary services?

☐ Bookmobile service near the current branch location.
☐ Extended hours at another branch for the duration of the closure.

11. Please select two branches that you would most like to have extended hours during your branches' closure:

☐ Anza	☐ Marina	☐ Parkside
☐ Bayview	☐ Merced	☐ Portola
☐ Bernal Heights	☐ Mission	☐ Potrero
☐ Chinatown	☐ Mission Bay	☐ Presidio
☐ Eureka Valley	☐ Noe Valley	☐ Richmond
☐ Excelsior	☐ North Beach	☐ Sunset
☐ Glen Park	☐ Ocean View	☐ Visitacion Valley
☐ Golden Gate Valley	☐ Ortega	☐ West Portal
☐ Ingleside	☐ Park	☐ Western Addition

12. If the library initiated a program where books could be sent through the mail to your home for a fee of $3 per item, would you use this service?

☐ Yes, I would use this service.
☐ No, I would not use this service.

13. What is your age group?

☐ Under 18 ☐ 18 - 29 ☐ 30 - 39 ☐ 40 - 49 ☐ 50 - 64 ☐ 65+

14. Which of the following ethnic groups describes you?

☐ Chinese	☐ White / Caucasian
☐ Japanese	☐ Black / African American
☐ Filipino	☐ Latino / Hispanic / Mexican
☐ Vietnamese	☐ Native American
☐ Korean	☐ Mixed Race
☐ Other Asian	☐ Other (_____)

15. Do you currently have children under the age of 18 living at home?

☐ Yes ☐ No

16. Your gender:

☐ Female ☐ Male

THANK YOU!

SAN FRANCISCO
A GREAT CITY

SEEKS A GREAT
CITY LIBRARIAN

San Francisco Public Library

Known as the "City by the Bay," San Francisco is a world class city and serves as a center for business, commerce and culture on the West Coast. The City has a population of approximately 800,000, spread over a 46.7 square mile area surrounded on three sides by the Pacific Ocean and the San Francisco Bay, and is one of the most diverse communities in the United States.

A recent ranking by Mercer Management Consulting ranked San Francisco as the #1 city in the Continental U.S. for having the best quality of life, but it's the city's natural setting, numerous parks, compelling history, unique neighborhoods, and lively arts and music scenes that give life to what the city means to people. The City is a culturally enriched community, an ethnic treasure chest, where custom, tradition and history are preserved, celebrated and shared. Beyond the city borders, the Northern California region offers so much: the Pacific Coast, the wine country in the Napa and Sonoma region, the Sierra Nevada mountain range including Yosemite and Lake Tahoe.

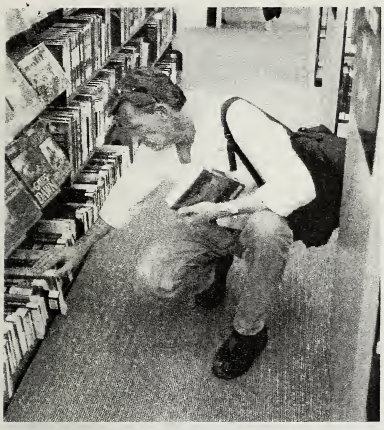
City and County of San Francisco

San Francisco is both a city and county. Its governing powers are vested in an 11-member Board of Supervisors. The Supervisors are elected by district, each serving a four-year term. The Mayor, the chief executive of the city, is elected by the voters for a four-year term, as are the city assessor, treasurer, attorney, public defender, district attorney and sheriff. San Francisco's city administrator and controller are appointed by the mayor, who also appoints members of various boards, commissions, authorities and agencies. Exceptions are the unified school district and community-college board, which are elected by the voters. San Francisco is a charter city and can amend its power at the polls without permission from the California legislature.

Meeting the Challenge of Leading the San Francisco Public Library

San Francisco, a world class City is searching for an exceptional leader to head the San Francisco Public Library System. The Mayor of San Francisco and the 7-member Library Commission are looking for a dynamic, energetic and courageous executive to continue the tradition of excellence as the City Librarian. With a staff of over 850, a new main library and 26 branches, the San Francisco Public Library provides an array of challenges for a library executive interested in making a difference in managing a complex urban library system.

The San Francisco Public Library System is regarded as one of the City's prize jewels. Over 6.8 million people visited its facilities in fiscal 2003-2004, making it one of the most highly used systems



in America. It requires tremendous resources to meet the operational needs of the system.

Strong community support for the library system is also evidenced by voter approval in 1994, of a fifteen year Library Preservation Fund that provides a tax set-aside formula for funding library operations. With this support comes a high level of expectation, from the elected officials and the community, that the library system will meet the ever changing needs of the people it serves.

Therefore the Mayor and Commission are looking for a leader who is willing to respond to various perspectives, initiate dialogue on controversial issues, and make tough decisions while working closely with the Library Citizens Advisory Committee (CAC), the Friends of San Francisco Public Library, the Council of Neighborhood Libraries, staff and volunteers to continually improve and enhance library services, operations and facilities.

In addition to its proposed operating budget for 2004/05 of $59 million, in 2000 voters approved, a $109 million bond measure. The next City Librarian will assume responsibility for:

- Completing the bond funded measure to renovate and upgrade 19 branch libraries;
- Replace four rented facilities;
- Build a new branch library and create a support center.

This will require a City Librarian who is skilled in directing capital improvements, building broad community support for building projects, and able to deal with construction and service related issues.

While the library has enjoyed tremendous public support, there will be an ongoing need for the City Librarian to continue to partner with other institutions and organizations, public and private, to better serve the patrons and the City of San Francisco. Therefore, the next City Librarian must be innovative, creative and possess strong fiscal and fund development skills needed to reach the ambitious goals and expectations of the City of San Francisco.

It will be essential that the City Librarian have experience working in a union environment (SFPL has eleven active participating Collective Bargaining Units) and be capable of building strong labor management relations for the overall good of the library system. Fundraising support is strong and the Library's key support organization, Friends of San Francisco Public Library has been in existence for over 40 years and was strengthened through its merger with the Library Foundation in 1999. As a result of the large number of stakeholders and their level of involvement, the City Librarian is often tugged in different directions by various constituents. It is therefore critical that candidates thrive on multitasking and sorting through ambiguity. Strong conflict resolution and consensus building skills are essential and should be prominent in their leadership style.

The Library Commission approved a new strategic Plan in October 2003, which establishes three broad service priorities. **General Information; Lifelong Learning; and Current Topics and Titles.**

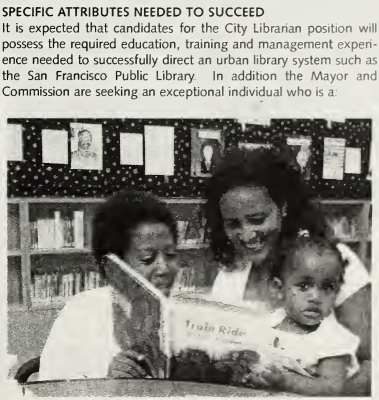
The Position

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Subject to the policy determination of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department which includes directing the activities of seven divisions and all library professional and non-professional personnel.

In addition to dealing with the traditional challenges of leading an urban library system such as funding, programming, and technology, the City Librarian will face challenges unique to a unionized/civil service work environment, complex political structure, highly vocal community and the desire to make San Francisco Public Library a premier institution. The Mayor and Library Commission are not interested in a status quo leader but rather a change agent, one who builds strong teams, allows individuals to exert their creativity, encourages and holds managers accountable and seeks to create an environment where excellence can thrive at all levels.

SPECIFIC ATTRIBUTES NEEDED TO SUCCEED

It is expected that candidates for the City Librarian position will possess the required education, training and management experience needed to successfully direct an urban library system such as the San Francisco Public Library. In addition the Mayor and Commission are seeking an exceptional individual who is a:



Sees beyond the routine and traditional to apply strategic solutions relative to emerging technology, intellectual freedom and privacy issues, serving the needs of a diverse and engaged clientele, and maintaining and enhancing public support for library services and operations.

Embodies the poise and skill to speak persuasively on emerging and controversial topics in a high profile environment. Intellectually engaging with strong interpersonal and advocacy skills needed to represent the interests of the Library system and the City of San Francisco.

A team builder who works best transforming strategic initiatives into effective programs and operations. Knows how to get things done in a bureaucratic environment with great staff development, mentoring and motivational skills. Decisive and results focused.

The selected City Librarian will possess a track record of demonstrated leadership, proven accomplishments and superior performance. He/she must be a strong visionary and decisive leader with excellent interpersonal and communication skills, and the ability to build consensus internally and externally. Experience in an urban, ethnically diverse community is essential.

Candidates must be politically astute and comfortable working in a complex political environment with multiple stakeholders who are actively involved. Typically, candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public or business administration being desirable. Experience should include a minimum of 8 to 10 years of experience at a senior management level.

Selection Process

The City Librarian recruitment is being conducted on a national basis. All written materials received from potential candidates will be screened, evaluated and rated by The Hawkins Company (Consultant) based on each individuals experience, education and professional accomplishments. This information will be presented to the Library Commission who will select the top candidates for additional consideration. The Consultant will interview, perform reference checks, evaluate the top candidates and submit a final report to the Commission. The Commission will evaluate the top candidates and present the selected finalists to the Mayor, who appoints the City Librarian.

Compensation and Benefits

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plans; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10-20 vacations days per year, depending on years of service; and 5 days of paid executive leave per year.

Library photos courtesy of Michael Allen Jones 2003

To be considered for this outstanding career opportunity, please submit a letter of interest and resume by _____ to:

William D. Hawkins
The Hawkins Company
5455 Wilshire Blvd., Suite 1406
Los Angeles, California 90036
(323) 933-3337Ext.14/
(323) 933-9765 (fax)
bill@thehawkinscompany.com

THE HAWKINS COMPANY

AA/EOE/ADA

San Francisco Library Commission

Minutes of Library Commission Meeting September 2, 2004

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
(As approved amended October 7, 2004)
Minutes of the regular meeting of Thursday, September 2, 2004
The San Francisco Public Library Commission held a regular meeting on Thursday, September 2, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03pm.

The following members were present: Commissioners Bautista, Coulter, Higueras, Steiman, and Strobin. Commissioner Chin joined the meeting at 4:05pm

President Higueras announced that following Public Comment he would take up Agenda Item #6 out of order then return to the posted order for the remaining items.

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Agenda Items:
1) Public Comment
6) Prop E Hearings
2) Approval of June 3 Minutes
3) Approval of June 17 Minutes
4) Approval of July 15 Minutes
5) City Librarian Search Progress Report
7) City Librarian's Report
8) Friends of the Library Report
9) Labor Union Report
10) New Business
11) Adjournment
APPENDIX A

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT
An anonymous member of the public discussed what they found to be expressions of disregard for public comment offered at Library Commission meetings.
Mr. Peter Warfield noted that the Sunshine Ordinance Task Force had dismissed his most recent series of complaints against the Library, discussed the importance of meeting minutes, and commented on what he found to be shortcomings in the Prop. E (Library Preservation Fund 1994) branch survey questionnaires.

AGENDA ITEM #6 PROP E HEARINGS

Deputy City Attorney Catharine Barnes presented an overview of the Charter Amendment's requirements for the final quintennial series of Prop. E (Library Preservation

Fund 1994) Branch Library hearings. Ms. Barnes highlighted in particular issues involving providing access to these mandatory meetings for disabled library user's at branch that were not fully ADA (Americans with Disabilities Act) accessible. Mr. Kenneth Stein, Program Administrator of Mayor's Office on Disability discussed the City's Accessible Public Event Policy governing such meetings and noted the recent Board of Supervisor's resolution concerning the requirements for completion of the Accessible Public Event checklist for all City events. Library Access Services Manager Marti Goddard described additional accessible branches where Prop. E hearings could be held and proposed to find ways to facilitate making other branches accessible for this purpose. The Deputy City Attorney then further outlined the requirements for the Prop. E surveys and branch hearings and emphasized the importance that the meetings be conducted in a uniform manner. The Acting City Librarian then outlined how the meetings would be conducted to receive the information gathered from users in required Prop. E surveys. Mr. Underwood additionally discussed plans to have information available on the Branch Library Improvement Program, and the Friends' Capital Campaign for the Branch Libraries as well as about the ongoing City Librarian Search Process rather than presentations in addition to the required Prop. E discussion of public service hours.

Public comment on AGENDA ITEM #6 PROP E HEARINGS
An anonymous member of the public commented that these series of Prop. E meetings were beginning later in the year than the previous two series and suggested that they provided too limited an amount of time to discuss all of the issues. This person urged that the Library Commission develop the program for the Prop. E hearings and be honest about any trade-offs for additional hours.
Mr. Peter Warfield commented that he thought this among the most important tasks of the Commission, noted that he believed SFPL to be a wealthy library system, and criticized the format of the proposed Prop. E surveys suggesting that they were structured to limit choices. Mr. Warfield urged that the meetings be well publicized.

Commission discussion of AGENDA ITEM #6 PROP E HEARINGS
In response to questions by Vice President Steiman, the Acting City Librarian and library Public Affairs Chief Marcia Schneider provided additional information on how the library's survey consultant David Binder had developed this year's survey questionnaire based on the previous Prop. E surveys. Commissioner Bautista and Chin emphasized that it was important that users know the real cost of public services hours. President Higueras suggested having such costs information available at meetings. Commissioner Coulter suggesting calling attention to the 47% increase in public services hours and the fiscal stability made possible by Prop E. there followed discussion among the Commissioners concerning ways more users could be attracted to the meetings with loss of attention tom the mandated purpose.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004
An anonymous member of the public noted the long delay in approving these minutes; cited a missing report of a recess; and discussed examples of errors and omissions in the City Librarian's Report and the discussion of RFID. Mr. Peter Warfield opposed adoption of the Minutes; citing inaccurate reporting of some of his comments as well as what he termed egregious omissions in the reporting of the approval of the May 6th Commission meeting minutes.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF JUNE 3, 2004

MOTION: By Commission Chin, 2nd Commission Bautista for approval of the June 3rd Minutes as amended to include report of the time in recess.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 17, 2004

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 17, 2004
An anonymous member of the public again noted that the minutes had not been approved in a timely manner and found their reporting emblematic of outrageous errors and omissions in Commission meeting minutes, citing as example the report of public comments, discussion of the Privacy Policy, and about public comment offered by Mr. Warfield.
Mr. Peter Warfield requested several corrections be made in the reporting on the privacy

policy and the discussion concerning possible use of RFID on Library cards

COMMISSION discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 17, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of June 17, 2004 as amended to correct a page 3 typographical error and clarify that Mr. Warfield's had called attention to possible use of RFID on Library cards during discussion of the privacy policy.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

An anonymous member of the public commented that Mr. Warfield had not called attention to himself when commenting on a Library Journal editorial on "gadflies". This person also found inaccuracies in the report on the Incompatible Activities Policy. Mr. Peter Warfield opposed approval of the Minutes without corrections and noted that the report on his public comments about a Library Journal editorial on "gadflies" did not note that this editorial called attention to his activities.

Commission discussion of AGENDA ITEM #4 APPROVAL OF THE MINUTES OF JULY 15, 2004

MOTION: by Commissioner Chin, 2nd Commissioner Bautista for approval of the Minutes of the regular meeting of July 15, 2004 as amended to add "such as himself" to the report of Mr. Warfield's public comment concerning a Library Journal editorial on "gadflies".

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

Library Human Resources Director Donna Marion and Library Executive Search Consultant Mr. William Hawkins presented an overview of the ongoing progress of the search for candidates for City Librarian. Mr. Hawkins highlighted changes in the draft recruitment brochure (copy attached) made in response to the Commissioners' direction, discussed outreach to potential candidates, and set out a revised timeline for the recruitment and selection process leading to the Commissioners' recommendation of a candidate(s) to the Mayor in late November.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

An anonymous member of the public urged that the Commissioners carefully consider previous discussions about the search process and carefully consider the proposal presented to them. Mr. Peter Warfield expressed regret that the sample revised recruitment brochure was not available prior to the meeting and questioned the direction of the brochure expressing concern with its lack of information on the library's collections or about books. Mr. Warfield last found the proposed timeline for the search very tight and suggested that non-librarians like authors and distinguished scholars also be considered for the position.

Commission discussion of AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROGRESS REPORT

Vice President Steiman noted that the San Francisco Public Library was not like other libraries and that in her view it was essential that candidates should be experienced professional working librarians. She expressed concern that there would be sufficient good candidates. In response to questions by Commissioner Bautista, Ms. Marion explained how the salary would be presented in the brochure depending out the outcome of ongoing discussions with the City's Department of Human Resources. Commissioner Coulter found the revised brochure improved and suggested that information on the Library's collections also be included. In response to Commissioners' comments, Mr. Hawkins proposed to make additional changes to the text, format and photos used in the proposed recruitment brochure.

MOTION: by Commissioner Coulter, 2nd Commissioner Strobin for approval of the recruitment brochure with the suggested changes.

Approved by the following vote:

ACTION: 6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

President Higueras called a brief recess at 6:08pm
The Commission returned to session at 6:16pm

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

The Acting City Librarian brought the Commissioners up to date on Library senior staff vacancies and retirements noting that the positions of City Librarian, Chief of Branches, Chief of Technical Services, and Finance Director, were vacant. Mr. Underwood noted that Director of Operations Rich Walsh, who had taken a Prop. F (2003) early retirement, and Finance Director George Nichols who was also retiring would be temporarily returning as retirees to mentor and assist during the transition to their successors. The Acting City Librarian reported that Ms. Penny Skinner-Klee, an intra-departmental transfer, would be assuming Mr. Walsh's position. The Acting City Librarian then reported on the current and upcoming Programs and exhibitions.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN'S REPORT
None offered.

Commission discussion of AGENDA ITEM #7 CITY LIBRARIAN'S REPORT
Commissioners Coulter and Bautista lauded Rich Walsh for his decades of service to the Library as both Commission Secretary and Director of Operations calling him an excellent manager and steward of the Library's resources. President Higueras called attention to the "Architecture and the City" programs jointly sponsored by the Library and the San Francisco Chapter of the A.I.A. (American Institute of Architects) as the start of a very productive relationship. Commissioner Chin noted that even the San Francisco Symphony was taking part by presenting a concern of architecture themed music.

AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

Ms. Deborah Doyle, Acting Executive Director for the Friends reminder the Commissioner of the upcoming "Big Book" Sale and noted that this year there would be a special auction of artworks created during the library's "Reversing Vandalism" exhibit benefiting the Library. Ms. Doyle also reported that the Friends had signed a lease for a new office location and would be leaving the Main Library. The Acting Executive Director of the Friends reported on the Friends ongoing Executive Director Search Process and then noted the annual observance of "Banned Books Week" Ms. Doyle then discussed on Friends' support for neighborhood library events such as the 1950s event saluting the 50th Anniversary of the Marina Library. Ms. Doyle described the Friends work in support of the Library's Prop. 14 (State Library Bond) applications and reported that the late Library hero and Friends founder Mary Louise Stong had left a significant financial gift to the Friends to support the Library.

Public comment on AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT
(None offered).

Commission discussion of AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT
President Higueras thanked Ms. Doyle for her comprehensive update.

AGENDA ITEM #9 LABOR UNION REPORT

(No report offered)

AGENDA ITEM #10 NEW BUSINESS

(No items were proposed)

AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Steiman, 2nd Commissioner Chin that the meeting be adjourned.

Approved by the following vote:
6-0 AYE (Bautista, Chin, Coulter, Higueras, Steiman, and Strobin)

There being no further business, at the hour of 6:34pm the Public Library Commission adjourned.

Michael Housh, Commission Secretary 10/07/04

Please note: Amendments to these minutes are in alternative typeface. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the September 2, 2004 Minutes:
Prop. E (1994) Library Hours hearings Schedule
Proposed City Librarian recruitment brochure

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's Web site.

Additional materials not listed as explanatory documents, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b) & 67.28(d).

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Frequently Asked Questions

Last Modified: March 17, 2005

W3C XHTML 1.0

San Francisco Library Commission

Notice of Meeting

A regular meeting of the San Francisco Public Library Commission will be held as follows:

Date: September 16, 2004
Time: 4:00 PM
Place: Koret Auditorium, Main Library, lower level

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The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting August 19, 2004.
Explanatory document: Minutes

3. WESTERN ADDITION BRANCH PEER REVIEW **DISCUSSION**
Presentation of and discussion of a peer review of proposed designs for the Western Addition Branch Library.

4. BOND PROGRAM MANAGER'S REPORT **DISCUSSION**
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an informational presentation: none; regular reports: program budget, schedule, and construction reports; active projects; and community outreach; and special reports; a Marina Library Peer Review follow up report.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

5. CITY LIBRARIAN SEARCH PROCESS **ACTION**
Presentation on and discussion of and possible action to approve a job description for the City Librarian, and an update on the City Librarian search process.
Explanatory document: draft City Librarian job description

6. ADJOURNMENT **ACTION**
(requires motion and public comment)

9/10/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

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Frequently Asked Questions

Last Modified: March 17, 2005

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, September 16, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, September 16, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:02 pm.

The following members were present: Bautista, Coulter, Higueras, and Strobin.
Vice President Steiman was reported excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public noted that the Commission had chosen to meet on Rosh Hashanah and continued his discussion concerning the impact of a lack of accountability and how a recent letter from President Higueras related to this subject.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF AUGUST 19, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OFAUGUST 19, 2004

An anonymous member of the public commented that the Minutes did not report a brief recess taken, inaccurately cited an Library Journal article when American Libraries was mentioned, and inaccurately reported this person's comments.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF AUGUST 19, 2004

MOTION: Commissioner Bautista, 2nd Commissioner Coulter for approval of the Minutes of the regular Commission meeting of August 19, 2004 as amended to include report of a brief recess and to verify an article citation.

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

Branch Library Improvement Program Manager Marilyn Thompson introduced the architects' presentation, the Library's response, and the Peer Panel review presentation for the proposed renovation and slight expansion of the Western Addition Library. The first five part presentation was by Mr. Kent Ford, Bureau of Architecture, who presented his plan for an updated $2.4 renovation of the original Appleton design that addressed seismic safety, ADA (Americans with Disabilities Act) concerns, and provided for a modest expansion beyond the scope originally provided in Prop. A. (Branch Library Improvement Bond 2000).

Acting City Librarian Paul Underwood followed-up with the Library's response lauding the architect's sensitivity to the original design of the existing 1965 building while providing 250 sq ft' of additional functional space, making an effective reorganization of existing space, and introducing the needed ADA upgrades. Next the Peer Panelists: Michael Tauber, RossDrulisCusenbery Architecture; Bryan Shiles, Gordon Chong & Partners; Marie Fisher, Marie Fisher Interior Design presented their comments (copy attached).

Public Comment on AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

An anonymous member of the public commented on the lack of explanatory documents available, found the slides presented insufficiently informative, noted that no information was available on the proposed reading garden. The person commented that the design could be powerful but that it was difficult to appreciate without the background materials being made available to consider.

Commission discussion of AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

Commissioner Coulter agreed with reviewers' comments about a need to carefully consider the proposed entry area design. In response to questions by Commissioner Bautista about the proposed interiors and the proposed use of "access" flooring were further explained. Commissioner Bautista found the proposed reading garden interesting, noting that other branches had accessible outside program areas that worked well. In response to questions by President Higueras the Acting City Librarian discussed the importance of keeping the strong connection between the Western Addition Branch Library and the adjoining Hamilton Playground. In response to Commissioner Bautista's suggestion that there be Japanese influence in the landscaping to reflect the branches' Japanese collection, the Acting City Librarian pointed to the need for pleasing but low maintenance landscaping. In response to a query by President Higueras, Mr. Underwood discussed the necessary trade-off between maintaining the existing collection size and addressing the increased services needs, accessibility requirements, and seismic safety improvements. The Acting City Librarian also echoed Commissioners' comments about the importance of having defined teen spaces. In answer to a question by President Higueras concerning the seismic structural bracing proposed the Architect Mr. Ford discussed options under consideration. He agreed with President Higueras that use of bulky steel bracing should be avoided. President Higueras offered the Peer Panelists the Library Commission's thanks for their assistance in helping to maintain high standards of design excellence in the Branch Library Improvement Program.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson noted there would be no informational presentation at this meeting and then presented: the current budget, noting there were no changes reflected; the schedule of active projects; and a community outreach update report (copies attached). The BLIP Manager then presented a construction activities report. (copy attached). Ms. Thompson concluded her report with a presentation in response to the Peer Review Panel comments concerning the Marina Branch Library.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public found the color copies of the construction reports useful and questioned the rationale for dedicated teen use spaces in branch libraries with relatively few teenage users.
Melissa Riley, Librarian's Guild, discussed concerns about dedicated teen use spaces suggesting that plans were not fully thought out and that such use had implications MS Riley proposed that accommodation might be possible in larger branches but not the smaller ones.
Toni Bernardi, SFPL Chief of Children and Youth Services, strongly disagreed with the preceding comments on dedicated teen use spaces, noted the important of creating, providing, and maintaining distinct teen users spaces . The Library's Chief of Children and Youth Services noted that teen users were the Library's future and that it was critical that they be welcomed and not shut out.

Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

Commissioners Bautista and Chin strongly seconded Ms. Bernardi's comments on the critical importance of creating and making available dedicated teen space and actively encouraging teen use of libraries. Commissioner Coulter noted that of the seismic bracing options he preferred Option A for less obtrusive supports.

The Acting City Librarian left the meeting at 5:56pm.

AGENDA ITEM #5 CITY LIBRARIAN SEARCH

Library Human Resources Director Donna Marion presented an update to the Commissioners on the ongoing City Librarian Search process. Ms. Marion discussed: the revised search timeline; how potential candidates were being identified; a draft job description; and where outreach was being made. The Director of Human Resources discussed the as yet unresolved salary issues and proposed to keep the Commissioners informed as developments evolved.

Public comment on AGENDA ITEM #5 CITY LIBRARIAN SEARCH

Ms. Cathy Bremer, Librarian's Guild, Local 790, question the lack of mention of a requirement for a Master of Library and Information Services (MLS) Degree as well as specific professional experience as a working librarian, noting that State law required

that the "county librarian" have an MLS degree in order to be qualified to serve. Ms. Bremer suggested that the Library deserved a qualified and committed leader.
An anonymous member of the public inquired how the draft job description corresponded with the survey responses for qualities and qualification wanted and called attention to existing Commission policy requiring both an MLS Degree and years of professional experience. This person also expressed concern with the use of terms such as visionary.
Ms. Melissa Riley, West Portal Librarian/Librarian's Guild, expressed surprise at lack of mention of a MLS Degree, the absence discussion of the City Librarian's role regarding the library's collections, and noted candidates had to be super managers with clear professional credentials that would not make mistakes that a non-librarian might. Ms. Riley noted the person chosen must be both a good librarian and a good manager.
Ms. Deborah Doyle, Friends of the Library, observed that given the visibility and important leadership role in the regional and national library world of our City Librarian that a MLS Degree was essential to having the professional creditability and personal knowledge and experience to lead the San Francisco Public Library.

Commission discussion of AGENDA ITEM AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROCESS

President Higueras suggested addition of a requirement for a MLS Degree as well as years of 10 progressively challenging professional experience. President Higueras said above all candidates should be passionate about libraries and dedicated to providing leadership. Commissioner Chin suggested that the desirable skills be listed as bullet points. President Higueras noted that candidates must understand the critical importance of participating in an ongoing dialogue about how to better serve library users. In response to a question by Commissioner Coulter, Ms. Marion explained that the City required that a job description rather than just a job scope as was previously presented be published as part of the recruitment and hiring process. She read a proposed qualifications clause to be added the Job Description requiring candidates have a MLS Degree and 10 years of professional experience.

MOTION: Commissioner Bautista, 2nd Commissioner Chin to approve the proposed position description of for City Librarian with the addition of a qualifications statement requiring candidates have a Master of Library and Information Services (MLS) Degree from a ALA (American Library Association) recognized graduate school and 10 years of professional experience.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

AGENDA ITEM # 6 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter that the meeting be adjourned.

There being no further business, the Commission meeting was adjourned at 6:27pm

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

Michael Housh, Commission Secretary 9/30/04

Please note: Please note: These are draft minutes subject to revision by the Library Commission . Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 6/17/04
Western Addition Peer Review notes
City Librarian job description

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting September 16, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
September 16, 2004

Public Comment

Approval of the Minutes
August 19, 2004

Western Addition Branch
Peer Review

Introduction
Architect's Presentation
Library's Response
Design Review
Public Comment
Commission Discussion

Western Addition Branch
Peer Review

Architect's Presentation:

Kent Ford
Library Studio
Bureau of Architecture

Western Addition Branch
Peer Review

Library's Response:

Paul Underwood, Acting City Librarian

Western Addition Branch Peer Review

Design Review:

Peer Panel Members
Michael Tauber, RossDrulisCusenbery Architecture
Bryan Shiles, Gordon Chong & Partners
Marie Fisher, Marie Fisher Interior Design

Western Addition Branch Peer Review

Public Comment

Western Addition Branch Peer Review

Commission Discussion

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 WA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
    Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction

Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports
Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Bid Phase- due 10/6/04
  - Closure & Interim Services
- Sunset
  - Design Development Phase
  - Interim Services

Active Projects Reports
Renovations

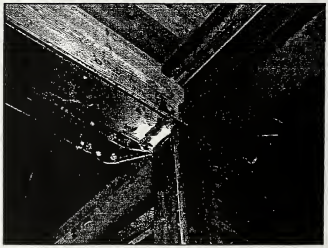
- Noe Valley
  - Design Development Phase
  - Civic Design Review
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Interim Services

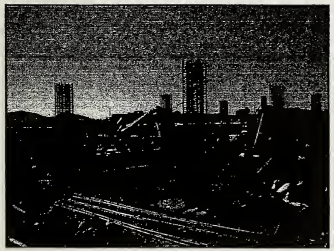
Active Projects Reports
Renovations

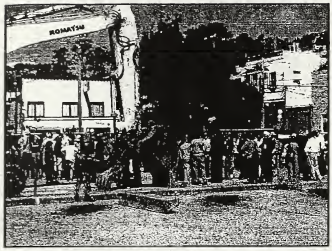
- Marina
  - Design Development Phase
  - Civic Design Review
- Bernal Heights
  - Programming & Planning Phase
- Potrero
  - Programming & Planning Phase

Bond Program Manager's Report

Construction Report







Bond Program Manager's Report

Community Outreach Update

- Library meetings:
  - 9/28 Noe Valley Community Meeting
  - 10/6 Bernal Heights Community Meeting
- Library invited:
  - 9/9 Marina's 50th Birthday
  - 9/8 Planning Association of the Richmond
  - 9/18 Westwood Park Assn, Vis Valley Greenway Project
  - 9/25 District 10 Town Hall
  - 10/2 Sunset Neighborhood Festival
  - 10/10 Excelsior Street Festival
  - 10/17 Bernal Heights Festival

Bond Program Manager's Report

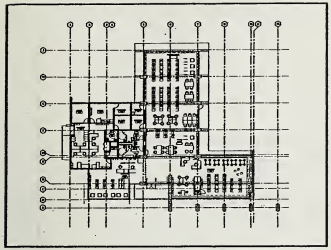
Community Outreach Update

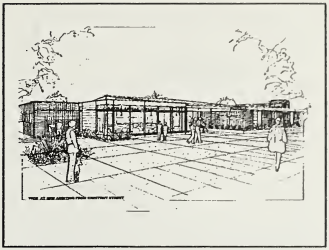
- Related City Boards/Commissions:
  - 9/20 Civic Design Review Committee
  - 10/21 RecPark Commission
- Other Outreach:
  - Website - www.sfpl.org/news/blip/improvementprogram.htm
  - Newsletter - issued quarterly
  - Bulletin Board – Sixth Floor

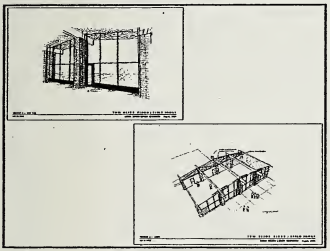
Bond Program Manager's Reports

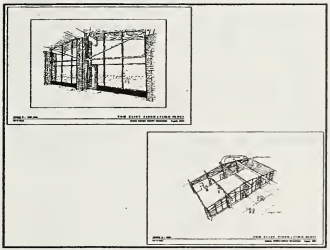
Special Reports:

Design Review Response-
Marina





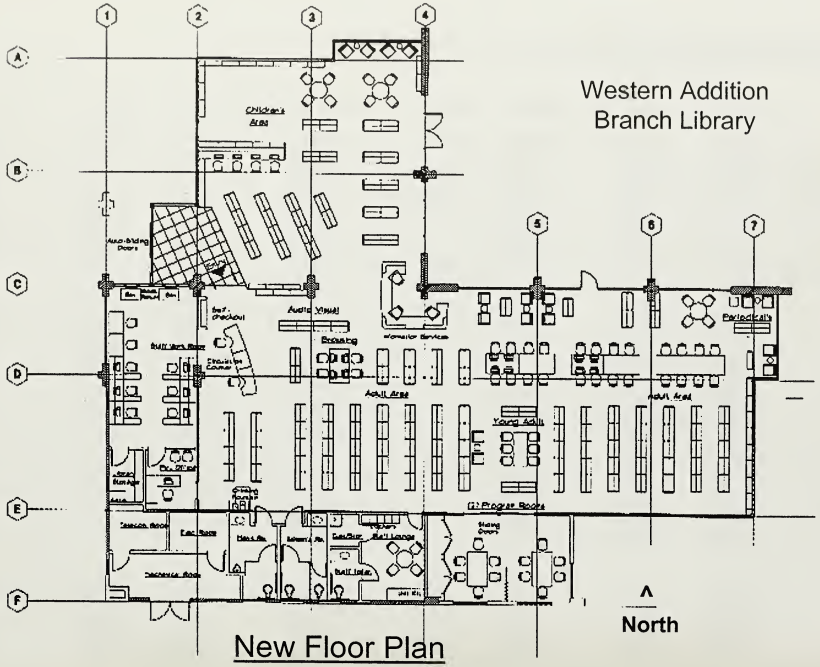




Bond Program Manager's Reports

City Librarian Search Process

Adjournment



New Floor Plan

San Francisco Bureau of Architecture

September 2004

CURRENT REPORT-2000 Branch Library Improvement Bond Program
September 2004

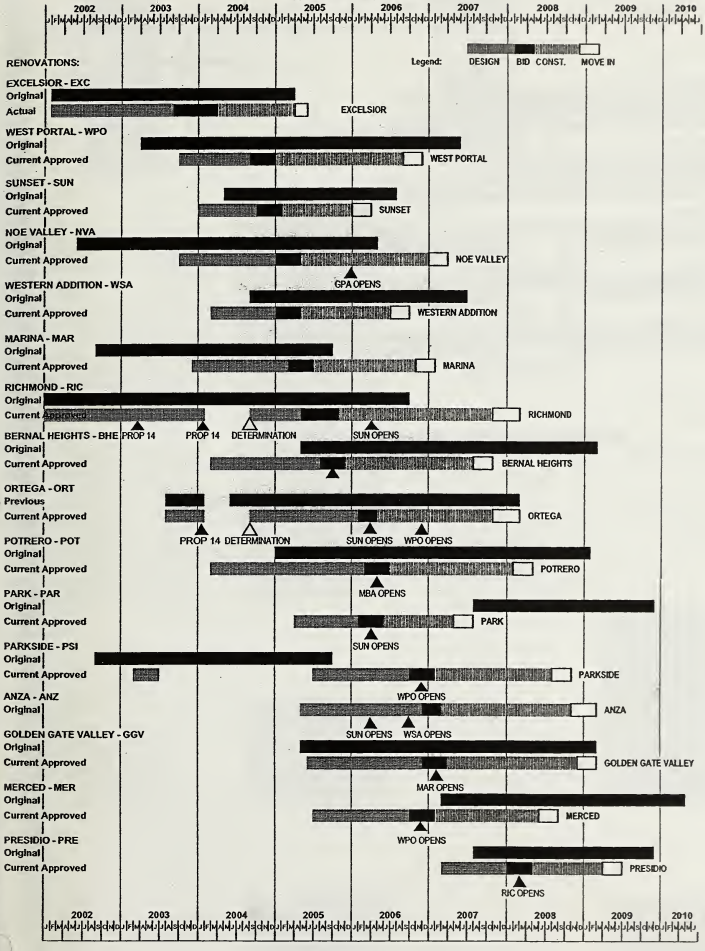
Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (1/04)	FUND STRATEGY: City Prop. A Bonds	FUND STRATEGY: Other Funds	REVENUE: Total All Sources	FUND STATUS: Appropriated	FUND STATUS: Total Available	EXPENDITURES/ENCUMBRANCES: Actual 31-Aug-04 B	EXPENDITURES/ENCUMBRANCES: New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,431	20
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,801	753
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,541,965	18,557
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,625,036	2,949
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,224,291*	*22,279*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			77,594	12,860
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,816,400	67,703
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	735,300	444
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,595	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	29,399	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	130,692	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,582	113
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	690,727	3,669
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	115,295	41,497
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,630,506*	*146,217*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	570,376	605
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	132,630	9,382
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,198,288	52,020
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	119,631	910
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,797,669*	*62,917*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	28,652,466	231,413

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch Library Program Summary Schedules

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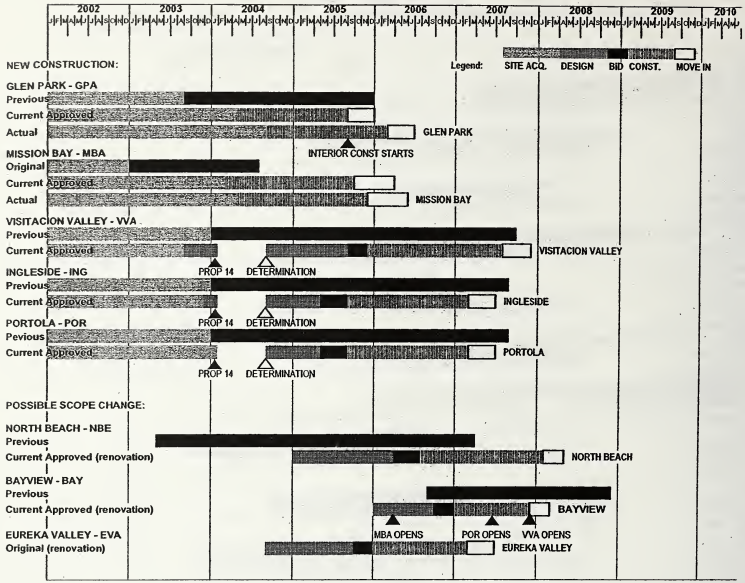


Branch	Contacts	Statistics	Progress Report	Schedule

Excelsior Branch

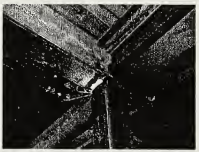
4400 Mission Street

District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800:**
Change Orders:	**$69,520**
Total Contract:	**$1,863,320**
Payments:	**$260,549**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

- All structural steel welding & installations complete
- Skylights installed & roof shear plywood complete
- Concrete floor slab to be poured next week.
- ADA ramp retaining walls done
- One change order this month, $15,520, various foundation extras (hidden conditions)

■ Design ■ Bid
□ Const □ Move in



Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kln Wo

Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$132,275**
Duration:	**120 days**
Extensions:	**38 days**
Total Duration:	**158 days**
End Date:	**09/30/04**

* $181,027 Bond funds

- Interior finish work complete Punchlist next week
- Shelving ordered
- Loading dock painted, lift installed
- Sidewalk improvements - $35,535 change order in process

■ Design ■ Bid
□ Const □ Move in

Branch	Contacts	Statistics	Progress Report	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $181,472 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	Coming up out of the ground with rebar for columns Tower crane installation began today Under slab utilities installation underway No change orders this month	 ■Design □Const □Move in
Glen Park Branch 2815 Diamond Street	**District/Supervisor:** ? / Dufty **Architect:** Sternberg Benjamin (shell) Tom Elliot Fisch (interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (interior):** TBD	**Purchase Price:** $3,361,000 **Est'd Complete:** 9/1/05* *** Interior construction begins**	Groundbreaking 9/1 No payments made till complete	 ■Design □Const □Interior Const

0983 Department Head III – City Librarian

Filing Deadline: Open Until Filled

APPOINTMENT TYPE AND SCHEDULE: Permanent Exempt Full-time

POSITION DESCRIPTION: The City Librarian is appointed by the Mayor. Subject to policy direction of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department; and plans and directs the activities of all library professional and non-professional library personnel. Currently, the FTE count for this department is 617. However, many of the positions are part-time and therefore the employee roster is over 850. The operating budget for 2004/05 is $59 million. The City Librarian directs a complex department that includes a Main Library of 376,000 square feet, 26 branches, a 45,000 square foot support services center, five bookmobiles and a collection of over 2.3 million books and other library materials. The City Librarian is responsible for: coordinating, developing and executing policies and methods relating to the administration of the library system; continuing personal contacts with elected officials, staff of the Mayor and Board of Supervisors, library support groups and library employees, involving discussion, explanation and interpretation of professional library policy, methods, rules and regulations; directing the preparation, review and approval of operational and technical records and reports; directing the preparation of the department's budget and overseeing the expenditure of funds; administering the upkeep and maintenance of library property; and performing other job-related duties. Examples of key responsibilities include: managing a $109 million bond program that will impact 25 different library facilities throughout the City for the next ten years; property acquisitions for the City; maintaining effective public services in an environment of increasingly complex technology for the public; study options for the reauthorization or replacement of the Library Preservation Fund; promoting partnership with other institutions and organizations (public and private) in order to provide a variety of library services to San Francisco's diverse communities; building and maintaining labor management relations within an active union environment; representing the City in national, state and local forums on a variety of significant issues affecting the library including Internet filtering and the USA PATRIOT Act, with frequent visibility in print, radio and television.

Paul

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to be innovative, creative and possess strong fiscal and fund development skills
- Abilities to address the challenges of a premier institution as a visionary, charismatic and executive leader
- Ability to generate support for a tax-set-aside bond measure to fund library operations
- Skilled in directing library capital improvement projects
- Ability to assume responsibility for completing a bond funded measure to renovate and upgrade 19 branch libraries, replace four rented facilities, build a new branch library and create a support services center
- Ability to deliver a high level of public service expected from the Library Commission, elected officials, staff and community
- Promote energy and courage in continuing SFPL tradition of excellence
- Ability to manage a highly utilized complex urban Library system
- Willing to initiate and sustain a dialogue on controversial issues of importance to the Library
- Ability to work with a diverse community
- Ability to generate strong community support for Library services
- Ability to represent the Library in forums on a national, state and local level
- Ability to build strong labor/management relations
- Possess strong conflict resolution and consensus building skills

MINIMUM QUALIFICATIONS:
Possession of a Master's Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association. Ten years of progressively responsible professional library experience, including five years of responsible supervisory and administrative experience in an urban library environment is preferred.

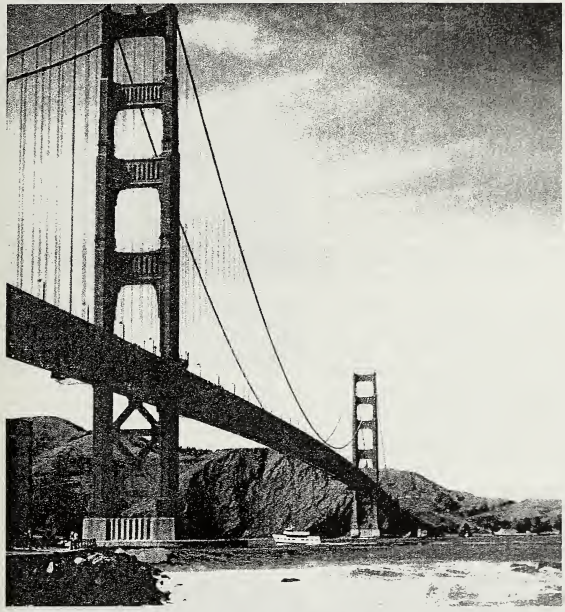
COMPENSATION AND BENEFITS:
In addition to a competitive salary, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10 to 20 vacation days per year, depending on years of service; and 5 days of paid executive leave per year.

To be considered for this outstanding career opportunity, please submit a letter of interest and resume by October 15, 2004 to:

William D. Hawkins
The Hawkins Company
5455 Wilshire Blvd., Suite 1406
Los Angeles, CA 90036
(323) 933-3337 Ext. 14
(323) 933-9765 (fax)
bill@thehawkinscompany.com

San Francisco Public Library is an Equal Opportunity Employer
Minorities, Women and Persons with Disabilities are Encouraged to Apply

SAN FRANCISCO
A GREAT CITY



SEEKS A GREAT
CITY LIBRARIAN

San Francisco Public Library

Known as the "City by the Bay," San Francisco is a world class city and serves as a center for business, commerce and culture on the West Coast. The City has a population of approximately 800,000, spread over a 46.7 square mile area surrounded on three sides by the Pacific Ocean and the San Francisco Bay, and is one of the most diverse communities in the United States.

A recent ranking by Mercer Management Consulting ranked San Francisco as the #1 city in the Continental U.S. for having the best quality of life, but it's the city's natural setting, numerous parks, compelling history, unique neighborhoods, and lively arts and music scenes that give life to what the city means to people. The City is a culturally enriched community, an ethnic treasure chest, where custom, tradition and history are preserved, celebrated and shared. Beyond the city borders, the Northern California region offers so much: the Pacific Coast, the wine country in the Napa and Sonoma region, the Sierra Nevada mountain range including Yosemite and Lake Tahoe.

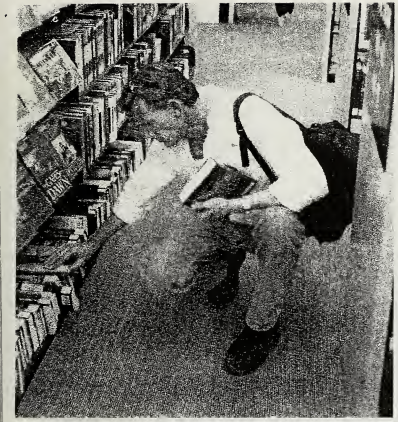
City and County of San Francisco

San Francisco is both a city and county. Its governing powers are vested in an 11-member Board of Supervisors. The Supervisors are elected by district, each serving a four-year term. The Mayor, the chief executive of the city, is elected by the voters for a four-year term, as are the city assessor, treasurer, attorney, public defender, district attorney and sheriff. San Francisco's city administrator and controller are appointed by the mayor, who also appoints members of various boards, commissions, authorities and agencies. Exceptions are the unified school district and community-college board, which are elected by the voters. San Francisco is a charter city and can amend its power at the polls without permission from the California legislature.

Meeting the Challenge of Leading the San Francisco Public Library

San Francisco, a world class City is searching for an exceptional leader to head the San Francisco Public Library System. The Mayor of San Francisco and the 7-member Library Commission are looking for a dynamic, energetic and courageous executive to continue the tradition of excellence as the City Librarian. With a staff of over 850, a new main library and 26 branches, the San Francisco Public Library provides an array of challenges for a library executive interested in making a difference in managing a complex urban library system.

The San Francisco Public Library System is regarded as one of the City's prize jewels. Over 6.8 million people visited its facilities in fiscal 2003-2004, making it one of the most highly used systems



in America. It requires tremendous resources to meet the operational needs of the system.

Strong community support for the library system is also evidenced by voter approval in 1994, of a fifteen year Library Preservation Fund that provides a tax set-aside formula for funding ›rary operations. With this support comes a high level of expectation, from the elected officials and the community, that the library system will meet the ever changing needs of the people it serves.

Therefore the Mayor and Commission are looking for a leader who is willing to respond to various perspectives, initiate dialogue on controversial issues, and make tough decisions while working closely with the Library Citizens Advisory Committee (CAC), the Friends of San Francisco Public Library, the Council of Neighborhood Libraries, staff and volunteers to continually improve and enhance library services, operations and facilities.

In addition to its proposed operating budget for 2004/05 of $59 million, in 2000 voters approved, a $109 million bond measure. The next City Librarian will assume responsibility for:

- Completing the bond funded measure to renovate and upgrade 19 branch libraries;
- Replace four rented facilities;
- Build a new branch library and create a support center.

This will require a City Librarian who is skilled in directing capital improvements, building broad community support for building projects, and able to deal with construction and service related issues.

While the library has enjoyed tremendous public support, there will be an ongoing need for the City Librarian to continue to partner with other institutions and organizations, public and private, to better serve the patrons and the City of San Francisco. Therefore, the next City Librarian must be innovative, creative and possess strong fiscal and fund development skills needed to reach the ›bitious goals and expectations of the City of San Francisco.

It will be essential that the City Librarian have experience working in a union environment (SFPL has eleven active participating Collective Bargaining Units) and be capable of building strong labor management relations for the overall good of the library system. Fundraising support is strong and the Library's key support organization, Friends of San Francisco Public Library has been in existence for over 40 years and was strengthened through its merger with the Library Foundation in 1999. As a result of the large number of stakeholders and their level of involvement, the City Librarian is often tugged in different directions by various constituents. It is therefore critical that candidates thrive on multitasking and sorting through ambiguity. Strong conflict resolution and consensus building skills are essential and should be prominent in their leadership style.

The Library Commission approved a new strategic Plan in October 2003, which establishes three broad service priorities: **General Information; Lifelong Learning; and Current Topics and Titles.**

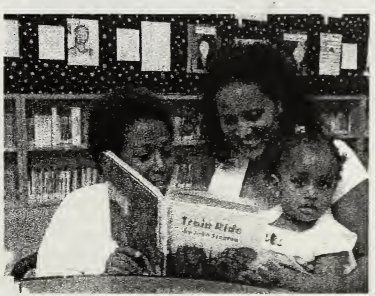
The Position

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Subject to the policy determination of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department which includes directing the activities of seven divisions and all library professional and non-professional personnel.

In addition to dealing with the traditional challenges of leading an urban library system such as funding, programming, and technology, the City Librarian will face challenges unique to a unionized/civil service work environment, complex political structure, highly vocal community and the desire to make San Francisco Public Library a premier institution. The Mayor and Library Commission are not interested in a status quo leader but rather a change agent, one who builds strong teams, allows individuals to exert their creativity, encourages and holds managers accountable and seeks to create an environment where excellence can thrive at all levels.

SPECIFIC ATTRIBUTES NEEDED TO SUCCEED

It is expected that candidates for the City Librarian position will possess the required education, training and management experience needed to successfully direct an urban library system such as the San Francisco Public Library. In addition the Mayor and Commission are seeking an exceptional individual who is a:



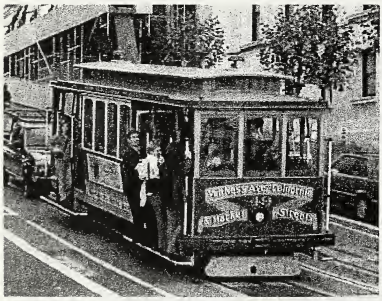
Sees beyond the routine and traditional to apply strategic solutions relative to emerging technology, intellectual freedom and privacy issues, serving the needs of a diverse and engaged clientele, and maintaining and enhancing public support for library services and operations.

Embodies the poise and skill to speak persuasively on emerging and controversial topics in a high profile environment. Intellectually engaging with strong interpersonal and advocacy skills needed to represent the interests of the Library system and the City of San Francisco.

A team builder who works best transforming strategic initiatives into effective programs and operations. Knows how to get things done in a bureaucratic environment with great staff development, mentoring and motivational skills. Decisive and results focused.

The selected City Librarian will possess a track record of demonstrated leadership, proven accomplishments and superior performance. He/she must be a strong visionary and decisive leader with excellent interpersonal and communication skills, and the ability to build consensus internally and externally. Experience in an urban, ethnically diverse community is essential.

Candidates must be politically astute and comfortable working in a complex political environment with multiple stakeholders who are actively involved. Typically, candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public or business administration being desirable. Experience should include a minimum of 8 to 10 years of experience at a senior management level.



Selection Process

The City Librarian recruitment is being conducted on a national basis. All written materials received from potential candidates will be screened, evaluated and rated by The Hawkins Company (Consultant) based on each individuals experience, education and professional accomplishments. This information will be presented to the Library Commission who will select the top candidates for additional consideration. The Consultant will interview, perform reference checks, evaluate the top candidates and submit a final report to the Commission. The Commission will evaluate the top candidates and present the selected finalists to the Mayor, who appoints the City Librarian.

Compensation and Benefits

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plans; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10-20 vacations days per year, depending on years of service; and 5 days of paid executive leave per year.

Library photos courtesy of Michael Allen Jones 2003

To be considered for this outstanding career opportunity, please submit a letter of interest and resume by _____ to:

THE HAWKINS COMPANY

William D. Hawkins
The Hawkins Company
5455 Wilshire Blvd., Suite 1406
Los Angeles, California 90036
(323) 933-3337Ext.14/
(323) 933-9765 (fax)
bill@thehawkinscompany.com

AA/EOE/ADA

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

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9/16/04
approved

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, September 16, 2004
(As approved November 4, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, September 16, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:02 pm.

The following members were present: Bautista, Coulter, Higueras, and Strobin.
Vice President Steiman was reported excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public noted that the Commission had chosen to meet on Rosh Hashanah and continued his discussion concerning the impact of a lack of accountability and how a recent letter from President Higueras related to this subject.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF AUGUST 19, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF AUGUST 19, 2004

An anonymous member of the public commented that the Minutes did not report a brief recess taken, inaccurately cited an Library Journal article when American Libraries was mentioned, and inaccurately reported this person's comments.

Commission discussion of AGENDA ITEM #2 APPROVAL OF THE MINUTES OF AUGUST 19, 2004

MOTION: Commissioner Bautista, 2nd Commissioner Coulter for approval of the Minutes of the regular Commission meeting of August 19, 2004 as amended to include report of a brief recess and to verify an article citation.

Adopted by the following vote:
AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

Branch Library Improvement Program Manager Marilyn Thompson introduced the architects' presentation, the Library's response, and the Peer Panel review presentation for the proposed renovation and slight expansion of the Western Addition Library. The first five part presentation was by Mr. Kent Ford, Bureau of Architecture, who presented his plan for an updated $2.4 renovation of the original Appleton design that addressed seismic safety, ADA (Americans with Disabilities Act) concerns, and provided for a modest expansion beyond the scope originally provided in Prop. A. (Branch Library Improvement Bond 2000).

Acting City Librarian Paul Underwood followed-up with the Library's response lauding the architect's sensitivity to the original design of the existing 1965 building while providing 250 sq ft' of additional functional space, making an effective reorganization of existing space, and introducing the needed ADA upgrades. Next the Peer Panelists: Michael Tauber, RossDrulisCusenbery Architecture; Bryan Shiles, Gordon Chong & Partners; Marie Fisher, Marie Fisher Interior Design, presented their comments (copy attached).

Public Comment on AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

An anonymous member of the public commented on the lack of explanatory documents available, found the slides presented insufficiently informative, noted that no information was available on the proposed reading garden. The person commented that the design could be powerful but that it was difficult to appreciate without the background materials being made available to consider.

Commission discussion of AGENDA ITEM #3 WESTERN ADDITION LIBRARY PEER REVIEW

Commissioner Coulter agreed with reviewers' comments about a need to carefully consider the proposed entry area design. In response to questions by Commissioner Bautista about the proposed interiors and the proposed use of "access" flooring were further explained. Commissioner Bautista found the proposed reading garden interesting, noting that other branches had accessible outside program areas that worked well. In response to questions by President Higueras, the Acting City Librarian discussed the importance of keeping the strong connection between the Western Addition Branch Library and the adjoining Hamilton Playground. In response to Commissioner Bautista's suggestion that there be Japanese influence in the landscaping to reflect the branches' Japanese collection, the Acting City Librarian pointed to the need for pleasing and low maintenance landscaping. In response to a query by President Higueras, Mr. Underwood discussed the necessary trade-off between maintaining the existing collection size and addressing the increased services needs, accessibility requirements, and seismic safety improvements. The Acting City Librarian also echoed Commissioners' comments about the importance of having defined teen spaces. In answer to a question by President Higueras concerning the seismic structural bracing proposed the Architect Mr. Ford discussed options under consideration. He agreed with President Higueras that use of bulky steel bracing should be avoided. President Higueras offered the Peer Panelists the Library Commission's thanks for their assistance in helping to maintain high standards of design excellence in the Branch Library Improvement Program.

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson noted there would be no informational presentation at this meeting and then presented: the current budget, noting there were no changes reflected; the schedule of active projects; and a community outreach update report (copies attached). The BLIP Manager then presented a construction activities report. (copy attached). Ms. Thompson concluded her report with a presentation in response to the Peer Review Panel comments concerning the Marina Branch Library.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public found the color copies of the construction reports useful and questioned the rationale for dedicated teen use spaces in branch libraries with relatively few teenage users.

Ms. Melissa Riley, Librarian's Guild, discussed concerns about dedicated teen use spaces suggesting that plans were not fully thought out and that such use had implications Ms. Riley proposed that accommodation might be possible in larger branches but not the smaller ones.

Toni Bernardi, SFPL Chief of Children and Youth Services, strongly disagreed with the preceding comments on dedicated teen use spaces, noted the important of creating, providing, and maintaining distinct teen users spaces . The Library's Chief of Children and Youth Services noted that teen users were the Library's future and that it was critical that they be welcomed and not shut out.

Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

Commissioners Bautista and Chin strongly seconded Ms. Bernardi's comments on the critical importance of creating and making available dedicated teen space and actively encouraging teen use of libraries. Commissioner Coulter noted that of the seismic bracing options he preferred Option A for less obtrusive supports.

The Acting City Librarian left the meeting at 5:56pm.

AGENDA ITEM #5 CITY LIBRARIAN SEARCH

Library Human Resources Director Donna Marion presented an update to the Commissioners on the ongoing City Librarian Search process. Ms. Marion discussed: the revised search timeline; how potential candidates were being identified; a draft job description; and where outreach was being made. The Director of Human Resources discussed the as yet unresolved salary issues and proposed to keep the Commissioners informed as developments evolved.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Public comment on AGENDA ITEM #5 CITY LIBRARIAN SEARCH

Ms. Cathy Bremer, Librarian's Guild, Local 790, question the lack of mention of a requirement for a Master of Library and Information Services (MLS) Degree as well as specific professional experience as a working librarian, noting that State law required that the "county librarian" have an MLS degree in order to be qualified to serve. Ms. Bremer suggested that the Library deserved a qualified and committed leader.
An anonymous member of the public inquired how the draft job description corresponded with the survey responses for qualities and qualification wanted and called attention to existing Commission policy requiring both an MLS Degree and years of professional experience. This person also expressed concern with the use of terms such as visionary.
Ms. Melissa Riley, West Portal Librarian/Librarian's Guild, expressed surprise at lack of mention of a MLS Degree, the absence of a discussion of the City Librarian's role regarding the Library's collections, and noted candidates had to be super managers with clear professional credentials that would not make mistakes that a non-librarian might. Ms. Riley noted the person chosen must be both a good librarian and a good manager.
Ms. Deborah Doyle, Friends of the Library, observed that given the visibility and important leadership role in the regional and national library world of our City Librarian that a MLS Degree was essential to having the professional creditability and personal knowledge and experience to lead the San Francisco Public Library.

Commission discussion of AGENDA ITEM AGENDA ITEM #5 CITY LIBRARIAN SEARCH PROCESS

President Higueras suggested addition of a requirement for a MLS Degree as well as years of 10 progressively challenging professional experience. President Higueras said above all, candidates should be passionate about libraries and dedicated to providing leadership. Commissioner Chin suggested that the desirable skills be listed as bullet points. President Higueras noted that candidates must understand the critical importance of participating in an ongoing dialogue about how to better serve library users. In response to a question by Commissioner Coulter, Ms. Marion explained that the City required that a job description rather than just a job scope, as was previously presented, be published as part of the recruitment and hiring process. She read a proposed qualifications clause to be added to the Job Description requiring candidates to have a Master's Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association (ALA) and ten (10) years of progressively responsible professional library experience, including five years of responsible supervisory and administrative experience in an urban library environment.

MOTION: Commissioner Bautista, 2nd Commissioner Chin to approve the proposed job description for the City Librarian with the addition of a qualifications statement requiring candidates to have a Master's Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association (ALA) and ten (10) years of progressively responsible professional library

experience, including five years of responsible supervisory and administrative experience in an urban library environment.

Adopted by the following vote:
AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

AGENDA ITEM # 6 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter that the meeting be adjourned.

There being no further business, the Commission meeting was adjourned at 6:27pm

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

Michael Housh, Commission Secretary 11/5/04

ATTACHMENTS:

Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 6/17/04
Western Addition Peer Review notes
City Librarian job description

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Minutes of the Library Commission Meeting September 16, 2004
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
September 16, 2004

Public Comment

Approval of the Minutes
August 19, 2004

Western Addition Branch Peer Review

Introduction
Architect's Presentation
Library's Response
Design Review
Public Comment
Commission Discussion

Western Addition Branch Peer Review

Architect's Presentation:

Kent Ford
Library Studio
Bureau of Architecture

Western Addition Branch Peer Review

Library's Response:

Paul Underwood, Acting City Librarian

Western Addition Branch Peer Review

Design Review:

Peer Panel Members
Michael Tauber, RossDrulisCusenbery Architecture
Bryan Shiles, Gordon Chong & Partners
Marie Fisher, Marie Fisher Interior Design

Western Addition Branch Peer Review

Public Comment

Western Addition Branch Peer Review

Commission Discussion

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Bond Program Manger's Reports

Regular Reports:

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Bond Program Manager's Report

Budget Report

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Bond Program Manager's Report

Schedule Report

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    - Revised Mission Bay to match Developer's schedule
    - Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Bond Program Manager's Report

Active Projects Reports

New Construction

Renovations

Active Projects Reports
New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports
Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Bid Phase- due 10/6/04
  - Closure & Interim Services
- Sunset
  - Design Development Phase
  - Interim Services

Active Projects Reports
Renovations

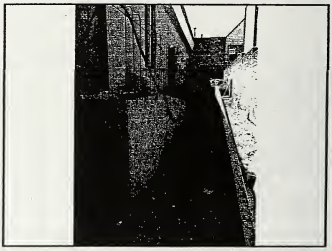
- Noe Valley
  - Design Development Phase
  - Civic Design Review
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Interim Services

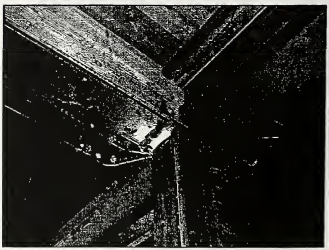
Active Projects Reports
Renovations

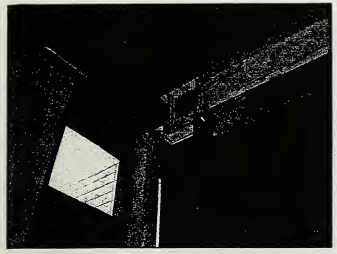
- Marina
  - Design Development Phase
  - Civic Design Review
- Bernal Heights
  - Programming & Planning Phase
- Potrero
  - Programming & Planning Phase

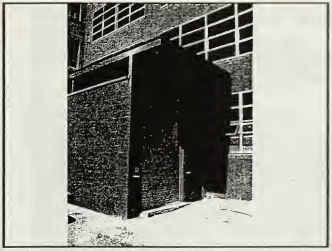
Bond Program Manager's Report

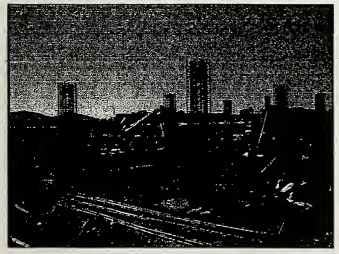
Construction Report

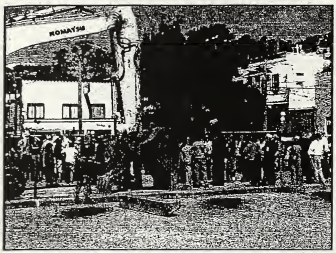












Bond Program Manager's Report

Community Outreach Update

- Library meetings:
  - 9/28 Noe Valley Community Meeting
  - 10/6 Bernal Heights Community Meeting
- Library invited:
  - 9/9 Marina's 50th Birthday
  - 9/8 Planning Association of the Richmond
  - 9/18 Westwood Park Assn, Vis Valley Greenway Project
  - 9/25 District 10 Town Hall
  - 10/2 Sunset Neighborhood Festival
  - 10/10 Excelsior Street Festival
  - 10/17 Bernal Heights Festival

Bond Program Manager's Report

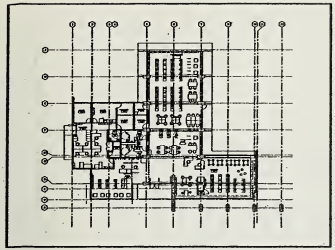
Community Outreach Update

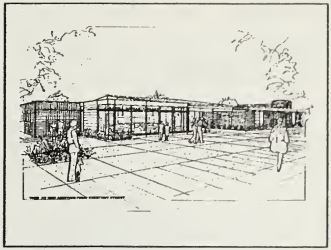
- Related City Boards/Commissions:
  - 9/20 Civic Design Review Committee
  - 10/21 RecPark Commission
- Other Outreach:
  - Website - www.sfpl.org/news/blip/improvementprogram.htm
  - Newsletter - issued quarterly
  - Bulletin Board – Sixth Floor

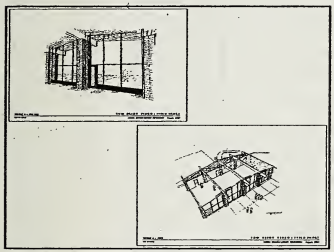
Bond Program Manager's Reports

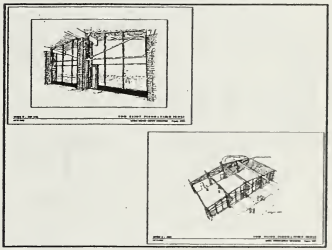
Special Reports:

Design Review Response-
Marina





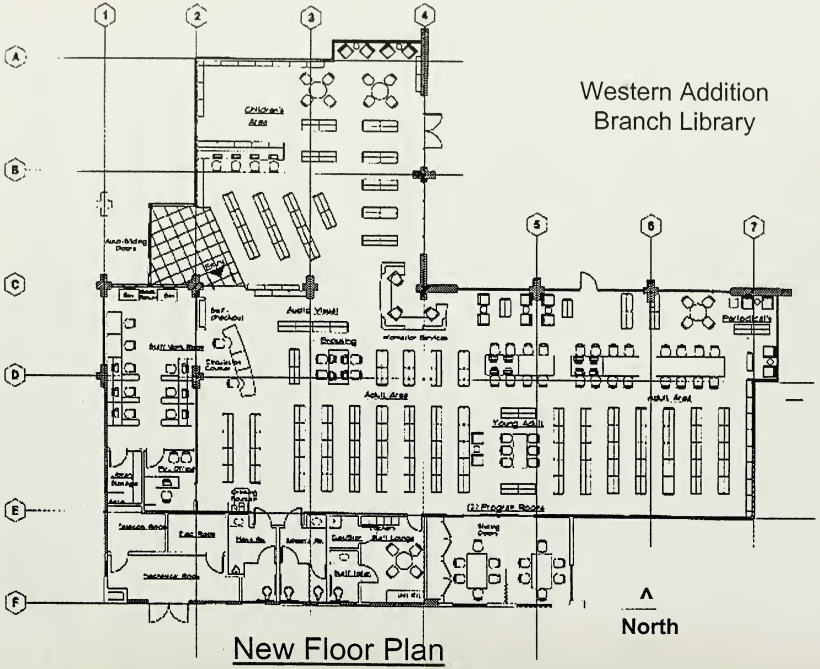




Bond Program Manager's Reports

City Librarian Search Process

Adjournment



New Floor Plan

San Francisco Bureau of Architecture

September 2004

Western Addition Design Review 09-16-04

Architect presenting: Kent Ford, Bureau of Architecture
Library response by: Paul Underwood, Acting City Librarian
Peer panelists: Michael Tauber (Ross Drulis Cusenberry), Bryan Shiles (Gordon Chong & Partners), & Marie Fisher (Marie Fisher Interior Design)

Summary:

- Design is sensible, functional & in keeping with the original architecture.
- Lighting & interior finishes on target.
- Design maintains light and airy feeling. Proportions and finishes keep main reading room spaciousness intact.
- Layout and space plan applauded; organization & sightlines correct.
- Reconsider interior condition at new entry.
- Propose landscape design, including patio & entry sequence. Enhance connection between exterior/park & interior spaces.
- Consider enclosed outdoor reading garden that can be accessed directly from the library. Library staff to approve.
- Define location of pendant & indirect lighting fixtures.
- Verify the need for additions.
- Consider screening staff workroom at entry.
- Floor colors should not match exposed masonry walls/columns or be monochromatic. Consider delineation of spaces and carpeting in areas.
- Keep colors and materials of furnishings light.
- Is it possible to increase the collection size?
- Delineate a unique Teen Area.
- Define the structural solution.

Conclusion:

- Response to be made to Commission

CURRENT ...T REPORT-2000 Branch Library Improvement Bond Program
Septem... 2004

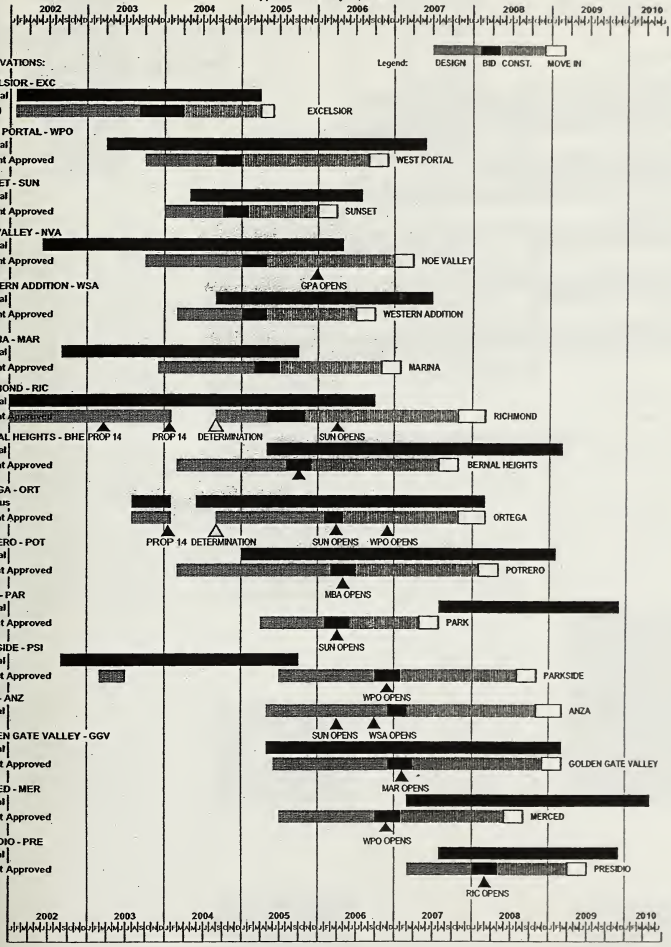
Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (1/04)	REVENUE / FUND STRATEGY: City Prop. A Bonds	REVENUE / FUND STRATEGY: Other Funds	REVENUE / FUND STRATEGY: Total All Sources	FUND STATUS: Appropriated	FUND STATUS: Total Available	EXPENDITURES/ENCUMBRANCES: Actual 31-Aug-04 B	EXPENDITURES/ENCUMBRANCES: New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,431	20
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,801	753
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,541,965	18,557
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,825,036	2,949
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,224,291*	*22,279*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			77,594	12,860
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,816,400	67,703
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	735,300	444
North Beach	3,480,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,580,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,736,000	89,595	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	29,399	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	130,692	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,562	113
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	690,727	3,669
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	115,295	41,497
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,630,506*	*146,217*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	570,376	605
Program Consultants	750,000	750,000	750,000		750,000	562,500	562,500	132,630	9,382
City Program Management	3,800,000	3,600,000	3,800,000		3,600,000	1,013,822	1,013,822	1,198,288	52,020
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	119,631	910
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserv	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,797,669*	*62,917*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	28,652,466	231,413

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch Library Program Summary Schedules

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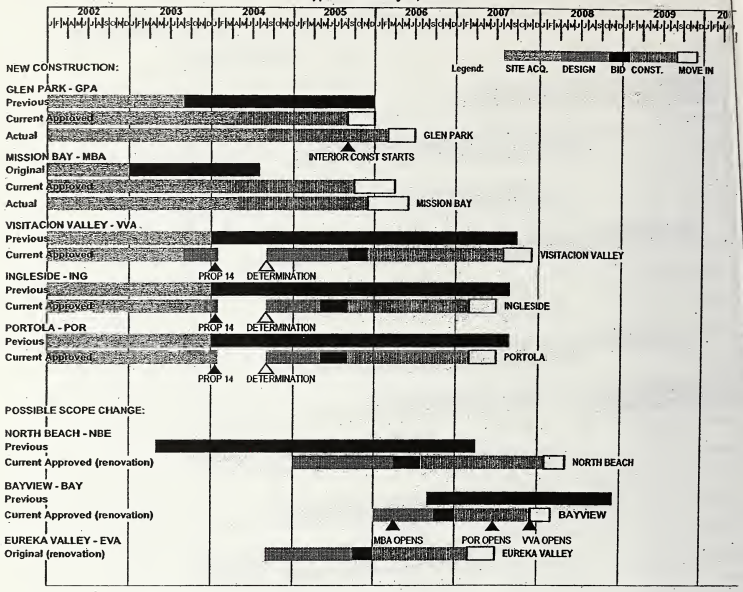


Branch	Contacts	Statistics	Progress Report	Schedule

Excelsior Branch

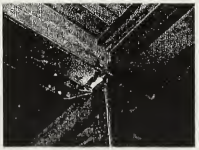
4400 Mission Street

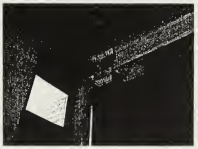
District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800:**
Change Orders:	**$69,520**
Total Contract:	**$1,863,320**
Payments:	**$260,549**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

All structural steel welding & installations complete
Skylights installed & roof shear plywood complete
Concrete floor slab to be poured next week.
ADA ramp retaining walls done
One change order this month, $15,520, various foundation extras (hidden conditions)

■ Design ■ Bid
□ Const □ Move in





Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kln Wo

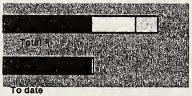
Bid:	**$493,000***
Change Orders:	**$46,840**
Total Contract:	**$539,840**
Payments:	**$132,275**
Duration:	**120 days**
Extensions:	**38 days**
Total Duration:	**158 days**
End Date:	**09/30/04**

* $181,027 Bond funds

Interior finish work complete
Punchlist next week
Shelving ordered
Loading dock painted, lift installed
Sidewalk improvements - $35,535 change order in process

■ Design ■ Bid
□ Const □ Move In

Branch	Contacts	Statistics	Progress Report	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $181,472 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	Coming up out of the ground with rebar for columns Tower crane installation began today Under slab utilities installation underway No change orders this month	 ■Design □Const □Move In

Glen Park Branch 2815 Diamond Street	**District/Supervisor:** ? / Dufty **Architect:** Sternberg Benjamin (shell) Tom Eliot Fisch (interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (interior):** TBD	**Purchase Price:** $3,361,000 **Est'd Complete:** 9/1/05* * Interior construction begins	Groundbreaking 9/1 No payments made till complete	 ■Design □Const □Interior Const

0983 Department Head III – City Librarian

Filing Deadline: Open Until Filled

APPOINTMENT TYPE AND SCHEDULE: Permanent Exempt Full-time

POSITION DESCRIPTION: The City Librarian is appointed by the Mayor. Subject to policy direction of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department; and plans and directs the activities of all library professional and non-professional library personnel. Currently, the FTE count for this department is 617. However, many of the positions are part-time and therefore the employee roster is over 850. The operating budget for 2004/05 is $59 million. The City Librarian directs a complex department that includes a Main Library of 376,000 square feet, 26 branches, a 45,000 square foot support services center, five bookmobiles and a collection of over 2.3 million books and other library materials. The City Librarian is responsible for: coordinating, developing and executing policies and methods relating to the administration of the library system; continuing personal contacts with elected officials, staff of the Mayor and Board of Supervisors, library support groups and library employees, involving discussion, explanation and interpretation of professional library policy, methods, rules and regulations; directing the preparation, review and approval of operational and technical records and reports; directing the preparation of the department's budget and overseeing the expenditure of funds; administering the upkeep and maintenance of library property; and performing other job-related duties. Examples of key responsibilities include: managing a $109 million bond program that will impact 25 different library facilities throughout the City for the next ten years; property acquisitions for the City; maintaining effective public services in an environment of increasingly complex technology for the public; study options for the reauthorization or replacement of the Library Preservation Fund; promoting partnership with other institutions and organizations (public and private) in order to provide a variety of library services to San Francisco's diverse communities; building and maintaining labor management relations within an active union environment; representing the City in national, state and local forums on a variety of significant issues affecting the library including Internet filtering and the USA PATRIOT Act, with frequent visibility in print, radio and television.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to be innovative, creative and possess strong fiscal and fund development skills
Abilities to address the challenges of a premier institution as a visionary, charismatic and executive leader
Ability to generate support for a tax-set-aside bond measure to fund library operations
Skilled in directing library capital improvement projects
Ability to assume responsibility for completing a bond funded measure to renovate and upgrade 19 branch libraries, replace four rented facilities, build a new branch library and create a support services center
Ability to deliver a high level of public service expected from the Library Commission, elected officials, staff and community
Promote energy and courage in continuing SFPL tradition of excellence
Ability to manage a highly utilized complex urban Library system
Willing to initiate and sustain a dialogue on controversial issues of importance to the Library
Ability to work with a diverse community
Ability to generate strong community support for Library services
Ability to represent the Library in forums on a national, state and local level
Ability to build strong labor/management relations
Possess strong conflict resolution and consensus building skills

MINIMUM QUALIFICATIONS:
Possession of a Master's Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association and ten years of progressively responsible professional library experience, including five years of responsible supervisory and administrative experience in an urban library environment.

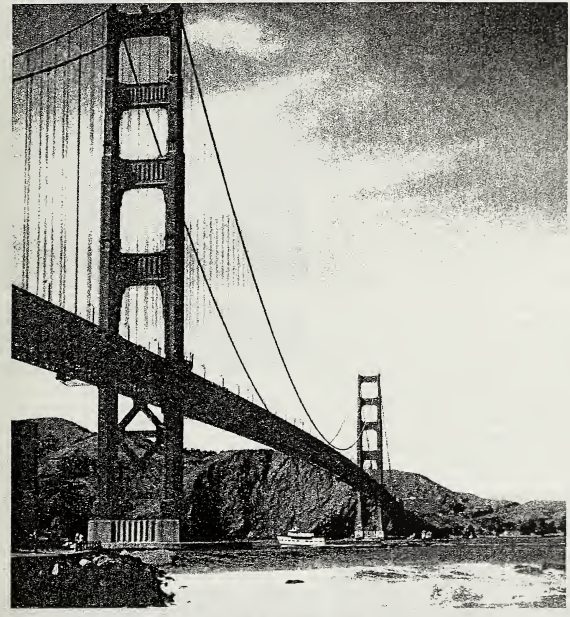
COMPENSATION AND BENEFITS:
In addition to a competitive salary, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10 to 20 vacation days per year, depending on years of service; and 5 days of paid executive leave per year.

To be considered for this outstanding career opportunity, please submit a letter of interest and resume by October 15, 2004 to:

William D. Hawkins
The Hawkins Company
5455 Wilshire Blvd., Suite 1406
Los Angeles, CA 90036
(323) 933-3337 Ext. 14
(323) 933-9765 (fax)
bill@thehawkinscompany.com

San Francisco Public Library is an Equal Opportunity Employer
Minorities, Women and Persons with Disabilities are Encouraged to Apply

SAN FRANCISCO
A GREAT CITY



SEEKS A GREAT
CITY LIBRARIAN

San Francisco Public Library

Known as the "City by the Bay," San Francisco is a world class city and serves as a center for business, commerce and culture on the West Coast. The City has a population of approximately 800,000, spread over a 46.7 square mile area surrounded on three sides by the Pacific Ocean and the San Francisco Bay, and is one of the most diverse communities in the United States.

A recent ranking by Mercer Management Consulting ranked San Francisco as the #1 city in the Continental U.S. for having the best quality of life, but it's the city's natural setting, numerous parks, compelling history, unique neighborhoods, and lively arts and music scenes that give life to what the city means to people. The City is a culturally enriched community, an ethnic treasure chest, where custom, tradition and history are preserved, celebrated and shared. Beyond the city borders, the Northern California region offers so much: the Pacific Coast, the wine country in the Napa and Sonoma region, the Sierra Nevada mountain range including Yosemite and Lake Tahoe.

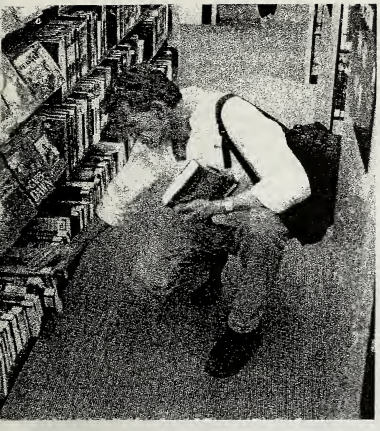
City and County of San Francisco

San Francisco is both a city and county. Its governing powers are vested in an 11-member Board of Supervisors. The Supervisors are elected by district, each serving a four-year term. The Mayor, the chief executive of the city, is elected by the voters for a four-year term, as are the city assessor, treasurer, attorney, public defender, district attorney and sheriff. San Francisco's city administrator and controller are appointed by the mayor, who also appoints members of various boards, commissions, authorities and agencies. Exceptions are the unified school district and community-college board, which are elected by the voters. San Francisco is a charter city and can amend its power at the polls without permission from the California legislature.

Meeting the Challenge of Leading the San Francisco Public Library

San Francisco, a world class City is searching for an exceptional leader to head the San Francisco Public Library System. The Mayor of San Francisco and the 7-member Library Commission are looking for a dynamic, energetic and courageous executive to continue the tradition of excellence as the City Librarian. With a staff of over 850, a new main library and 26 branches, the San Francisco Public Library provides an array of challenges for a library executive interested in making a difference in managing a complex urban library system.

The San Francisco Public Library System is regarded as one of the City's prize jewels. Over 6.8 million people visited its facilities in fiscal 2003-2004, making it one of the most highly used systems



in America. It requires tremendous resources to meet the operational needs of the system.

Strong community support for the library system is also evidenced by voter approval in 1994, of a fifteen year Library Preservation Fund that provides a tax set-aside formula for funding brary operations. With this support comes a high level of expectation, from the elected officials and the community, that the ibrary system will meet the ever changing needs of the people it erves.

Therefore the Mayor and Commission are looking for a leader who is willing to respond to various perspectives, initiate dialogue n controversial issues, and make tough decisions while working losely with the Library Citizens Advisory Committee (CAC), the riends of San Francisco Public Library, the Council of leighborhood Libraries, staff and volunteers to continually nprove and enhance library services, operations and facilities.

In addition to its proposed operating budget for 2004/05 of 59 million, in 2000 voters approved, a $109 million bond measre. The next City Librarian will assume responsibility for:

- Completing the bond funded measure to renovate and upgrade 19 branch libraries;
- Replace four rented facilities;
- Build a new branch library and create a support center.

This will require a City Librarian who is skilled in directing capial improvements, building broad community support for building rojects, and able to deal with construction and service related sues.

While the library has enjoyed tremendous public support, there ill be an ongoing need for the City Librarian to continue to partner with other institutions and organizations, public and private, to etter serve the patrons and the City of San Francisco. Therefore, he next City Librarian must be innovative, creative and possess rong fiscal and fund development skills needed to reach the bitious goals and expectations of the City of San Francisco.

It will be essential that the City Librarian have experience orking in a union environment (SFPL has eleven active participatg Collective Bargaining Units) and be capable of building strong labor management relations for the overall good of the library system. Fundraising support is strong and the Library's key support organization, Friends of San Francisco Public Library has been in existence for over 40 years and was strengthened through its merger with the Library Foundation in 1999. As a result of the large number of stakeholders and their level of involvement, the City Librarian is often tugged in different directions by various constituents. It is therefore critical that candidates thrive on multitasking and sorting through ambiguity. Strong conflict resolution and consensus building skills are essential and should be prominent in their leadership style.

The Library Commission approved a new strategic Plan in October 2003, which establishes three broad service priorities: **General Information; Lifelong Learning; and Current Topics and Titles.**

The Position

The City Librarian is appointed by the Mayor and reports to the seven-member Library Commission appointed by the Mayor. Subject to the policy determination of the Library Commission, the City Librarian is responsible for the administration and operation of the public library department which includes directing the activities of seven divisions and all library professional and non-professional personnel.

In addition to dealing with the traditional challenges of leading an urban library system such as funding, programming, and technology, the City Librarian will face challenges unique to a unionized/civil service work environment, complex political structure, highly vocal community and the desire to make San Francisco Public Library a premier institution. The Mayor and Library Commission are not interested in a status quo leader but rather a change agent, one who builds strong teams, allows individuals to exert their creativity, encourages and holds managers accountable and seeks to create an environment where excellence can thrive at all levels.

SPECIFIC ATTRIBUTES NEEDED TO SUCCEED

It is expected that candidates for the City Librarian position will possess the required education, training and management experience needed to successfully direct an urban library system such as the San Francisco Public Library. In addition the Mayor and Commission are seeking an exceptional individual who is a:

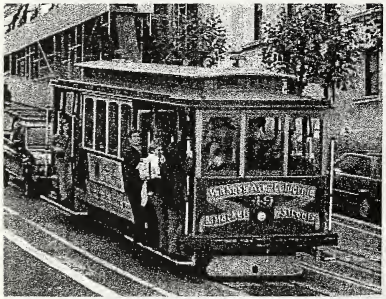
[illegible] Sees beyond the routine and traditional to apply strategic solutions relative to emerging technology, intellectual freedom and privacy issues, serving the needs of a diverse and engaged clientele, and maintaining and enhancing public support for library services and operations.

[illegible] Embodies the poise and skill to speak persuasively on emerging and controversial topics in a high profile environment. Intellectually engaging with strong interpersonal and advocacy skills needed to represent the interests of the Library system and the City of San Francisco.

[illegible] A team builder who works best transforming strategic initiatives into effective programs and operations. Knows how to get things done in a bureaucratic environment with great staff development, mentoring and motivational skills. Decisive and results focused.

The selected City Librarian will possess a track record of demonstrated leadership, proven accomplishments and superior performance. He/she must be a strong visionary and decisive leader with excellent interpersonal and communication skills, and the ability to build consensus internally and externally. Experience in an urban, ethnically diverse community is essential.

Candidates must be politically astute and comfortable working in a complex political environment with multiple stakeholders who are actively involved. Typically, candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public or business administration being desirable. Experience should include a minimum of 8 to 10 years of experience at a senior management level.

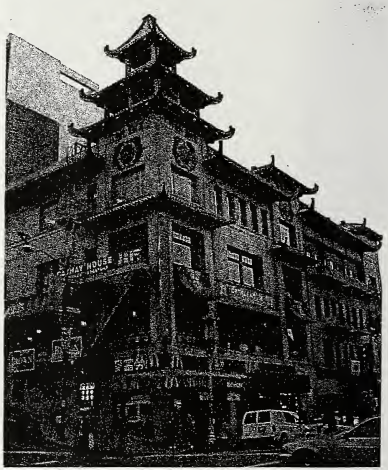


Selection Process

The City Librarian recruitment is being conducted on a national basis. All written materials received from potential candidates will be screened, evaluated and rated by The Hawkins Company (Consultant) based on each individuals experience, education and professional accomplishments. This information will be presented to the Library Commission who will select the top candidates for additional consideration. The Consultant will interview, perform reference checks, evaluate the top candidates and submit a final report to the Commission. The Commission will evaluate the top candidates and present the selected finalists to the Mayor, who appoints the City Librarian.

Compensation and Benefits

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plans; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10-20 vacations days per year, depending on years of service; and 5 days of paid executive leave per year.



Library photos courtesy of Michael Allen Jones 2003

To be considered for this outstanding career opportunity, please submit a letter of interest and resume by _____ to:

THE HAWKINS COMPANY

William D. Hawkins
The Hawkins Company
5455 Wilshire Blvd., Suite 1406
Los Angeles, California 90036
(323) 933-3337Ext.14/
(323) 933-9765 (fax)
bill@thehawkinscompany.com

AA/EOE/ADA

DOCUMENTS DEPT.

OCT - 4 2004

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, October 7, 2004
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting September 2, 2004.
Explanatory document: draft Minutes

3. DONOR RECOGNITION POLICY ACTION
Presentation and discussion of and possible action to approve a revised donor recognition policy for the Friends' Branch Library Improvement Program Capital Campaign.
Explanatory document: current & draft revised policy

4. CITY LIBRARIAN SEARCH PROGRESS REPORT DISCUSSION
Presentation on and discussion of an update on the City Librarian search process.

5. CITY LIBRARIAN'S REPORT DISCUSSION
by Acting City Librarian Paul Underwood
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
The City Librarian will report on the following subjects: Prop. E (Library Preservation Fund 1994) hearings; solar installations at the Chinatown & Presidio Libraries; Summer Reading; and exhibitions and programs.

6. FRIENDS OF THE LIBRARY REPORT DISCUSSION
(This item is to allow the Friends of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

8. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

Revs'd. 10/1/04 - M. Housh, Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT

OCT 29 2004

SAN FRANCISCO
PUBLIC LIBRARY

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, October 7, 2004

The San Francisco Public Library Commission held a regular meeting on Thursday, October 7, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01 pm.

The following members were present: Commissioners chin, Coulter, Steiman, and Strobin. President Higueras was reported excused attendance. Commissioner Bautista joined the meeting at 4:20pm.

Vice President Steiman announced the Agenda Item #3 Donor Recognition Policy would be taken off calendar.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public discussed a Metropolis magazine article about the new Seattle Main Library offering views on the favorable response to that library in contrast to our Main Library, and offered their views on the merits of building collaboration through use of focus groups.
Mr. Peter Warfield called attention to an anti-RFID rally; discussed his views on the Prop. E Hearings, and asked about public input on the RFP (request for proposals) for RFID.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 2, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 2, 2004

An anonymous member of the public found the Minutes very bad citing: inaccurate reporting of the date of the June 17th meeting in the approval of the Minutes headings; inaccurate reporting of this person's comments about Mr. Warfield and an American Libraries editorial on "gadflies; and the incorrect report of a page 5 comment.
Mr. Peter Warfield commented that the minutes were inaccurate and full of omissions and opposed approval. Mr. Warfield cited: lack of mention of letters of support he noted in his comments; inaccurate report of comment he offered on the Prop E (Library Preservation Fund 1994) Hearings; and omission of questions he had asked.

COMMISSION discussion of AGENDA ITEM #3 APPROVAL OF THE MINUTES OF JUNE 19, 2004

Commissioner Chin urged that the minutes briefly summarize comments offered and maintain focus on Library business.

MOTION: by Commissioner Chin, 2nd Commissioner Strobin for approval of the Minutes of the regular meeting of June 17, 2004 as amended to change the incorrect date in the agenda item headings for the June 17th Minutes.

Approved by the following vote:

ACTION: 4-0 AYE (Chin, Coulter, Steiman, and Strobin)

The Acting City Librarian left the meeting at 4:19pm.

AGENDA ITEM #AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROGRESS REPORT

Library Human Resources Director Donna Marion reviewed progress in the search for candidates for City Librarian. Ms. Marion reported that Mr. Hawkins and experienced Library Consultants June Garcia and David Dubberly were actively pursuing applications from potential candidates, noting that 200 contacts had been made. The Library's Director of Human Resources noted that the job announcement had been widely posted in professional journals and online sites. Ms. Marian additionally reported that Mr. Hawkins found progress on the candidates search going more slowly than anticipated and noted that he would make a report to the Commission at the October 21st meeting. Ms. Marion concluded by discussing a presentation on the search made to the Council for Neighborhood Libraries, (CNL).

Public comment on AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROGRESS REPORT

An anonymous member of the public commented that given slow progress perhaps the Commission should reconsider its strategy, noting that interest might be stimulated by open discussion of the issues including an underlying reason why the search might be difficult.
Mr. Peter Warfield requested more information about the search. Mr. Warfield commented that as this was one of the Commission's most import tasks the Commission should take an active role.

Commission discussion of AGENDA ITEM #4 CITY LIBRARIAN SEARCH PROGRESS REPORT

Vice President Steiman noted that there had been several public discussions about the many obvious reasons why our search might be proceeding slowly noting: that several important libraries were searching for leaders; that questions about the adequacy of the salary remained; and that San Francisco was well known to be very expensive place to live. Vice President Steiman noted that Mr. Hawkins was a respected experienced headhunter and that the search was being conducted in a careful thorough manner just as its critics contended they wanted. Answering questions by Commissioner Chin, Ms. Marion discussed outreach work being done by mr. Hawkins' Library Consultant June Garcia to persuade potential applicants to apply. Responding to questions by Commissioner Bautista, Ms. Marion reported that the Department of Human Resources proposed to review the position's salary range when the pool of candidates and their requirements became better known.

The Acting City Librarian rejoined the meeting at 4:29pm.

AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

The Acting City Librarian reported on the progress of the 3rd round of mandated Prop E (Library Preservation Fund 1994) Hearings and outlined the next steps in the process after the remaining four branch meetings were completed. Mr. Underwood then provided an overview of plans to install energy generating solar panels on the roofs of the Chinatown and Presidio Branch Libraries at no cost to the Library. The Acting City Librarian next introduced Toni Bernardi, Chief of Children and Youth Services for a report on Summer Reading 2004. Ms Bernardi presented a detailed report on the extensive arrange of programs for children and teens offered at the Main Library and all branches during Summer 2004. Ms. Bernardi in particular lauded the principle support provided by the Friends of the San Francisco Public Library and other sponsors of this year's summer reading programs. Mr. Underwood concluded his report with an update on current and upcoming Programs and exhibitions.

Public comment on AGENDA ITEM #4 CITY LIBRARIAN'S REPORT

An anonymous member of the public reflected on their attendance at several Prop. E Hearings. This person also discussed and asked questions about the solar installation and its possible impacts on the Chinatown Library's roof garden.
Mr. Peter Warfield commented on: his concerns with the lack of attendance at the Prop. E Hearings; about the Library's publicity for the hearings; and concerning what he believed those attending the meetings had requested.
Ms. Marcia Popper, Council for Neighborhood Libraries, and a Presidio Branch user was excited by the plans for solar installations noting that it was not just a wise environmental and economic decision but that it advanced the library's educational outreach on preserving limited resources.

Commission discussion of AGENDA ITEM #7 CITY LIBRARIAN'S REPORT

Commissioners Bautista lauded the solar projects recalling that several local schools had also installed solar panels that could potentially lead to cost-savings on energy by lower those costs in the long-term. Commissioner coulter requested that the Library track and report benefits achieved by putting in the solar panels. Commissioner Coulter noted the low attendance at the Prop. E meetings, and discussed some of the changes that attendees requested. Commissioner Coulter suggested that Library Administration consider ways that more costly hours could be made available on weekends and in the evening by reviewing and suggesting changes in work rules. Commissioner Chin commended Toni Bernardi and congratulated her hard working and dedicated staff of children's and teen librarians for producing another Summer Reading Program in 2004. Commissioner Chin then noted that everyone preferred that more users participate in the Prop. E Hearings but perhaps their lack of attendance reflected a degree of satisfaction with the current situation. She felt that library users were realistic about costs and the need to prioritize providing services. Vice President Steiman noted that attendance that this round was not much different that during the previous series of hearings. The Commission Vice President Steiman pointed out that the significant improvements in collections and hours made possible by Prop. E had made such a difference in the kinds and availability of library services that users understood that the Library was doing the best that it could given available resources. Commissioner

Bautista lauded Toni Bernardi and her staff calling them "heroes" of the library system. Commissioner Bautista noted that our teen users needed and deserved additional space and that consideration should be given to reallocations to better serve them. In response to Commissioner Bautista's comments, the Acting City Librarian suggested that a presentation on Teen Library users could be brought to the Commission. Ms. Bernardi outlined the strong beginnings and future growth proposed for her cadre of teen librarians as resources became available. She noted that already existing FTEs were being reallocated to provide additional dedicated teen librarians. Vice President Steiman thanked Ms. Bernardi and her dedicated staff on behalf of the Commission. In response to Commissioners questions, Mr. Underwood and Deputy City Attorney Catharine Barnes discussed various aspects and implications of solar installations on library facilities. The Acting City Librarian report there would be no impact on the Chinatown Library's roof garden. Vice President Steiman noted that the Chinatown roof garden was well used for programming. The Acting City Librarian informed the Commissioners that staffing cost related issues would be among the factors addressed in the various scenarios to be outlined in the staff's Prop. E Hours of Public Service report to the Commission. Commissioner Coulter suggested that it might be necessary to change staff work rules over time in order to be able to provide the services the users wanted

AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

Ms. Deborah Doyle, Acting Executive Director for the Friends reported that the big book sale had raised $225,000 and called attention to the positive response to the silent auction of artworks created for the Library's "Reversing Vandalism" Exhibit. Ms. Doyle lauded the library staff, particularly the security staff, for their cooperative support for this year's book sale. Ms. Doyle called attention to a special observance of "Banned Books Week" during the book sale, noting the very popular author readings from banned books. The Acting Executive Director of the Friends of the Library then updated the Commissioners on the work of the many committees working to support the Friends' Campaign for Neighborhood Libraries, citing in particular production of popular $10 fundraising calendars. Ms. Doyle concluded her report be discussing the Friends of the Library's ongoing outreach efforts in support of the Library's Prop. 14 (State Library Bond) applications.

Public comment on AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

Vice President Steiman thanked Ms. Doyle for her efforts on behalf of the Library.

AGENDA ITEM #9 LABOR UNION REPORT

Ms. Melissa Riley, Librarians Guild, suggested various ways that attendance might be increased at the Prop. E Hearings and noted in her experience, despite what was said in surveys, demand for evening hours fell significantly after 6pm. Ms. Riley lauded the installation of solar panels and expressed the hope that they could be included on many branch Library improvement program branch renovations. Ms. Riley passed along a copy of an article "Seven Deadly Sins of Library Technology" to the Commissioners.

Ms. Riley saluted Rich Walsh and George Nichols as outstanding public servants whose talents will be missed. She expressed appreciation that they would be coming back to offer some limited help after their retirement.
Ms. Andrea Grimes, Librarians Guild, honored the contributions of Rich Walsh and George Nichols lauding their cooperative work with the Union and strong record of support for the work of frontline library staff. Ms. Grimes noted that such exemplary civil servants were irreplaceable assets that would be missed.

Commission discussion of AGENDA ITEM #9 LABOR UNION REPORT

It was the consensus of the Commissioners in agreement with the Union's sentiments that both Mr. Walsh and Mr. Nichols would be greatly missed.

AGENDA ITEM #10 NEW BUSINESS

Vice President Steiman & Commissioner Bautista requested a report on branch library landscaping management.
Commissioner Coulter requested a status update on the RFP (request for proposals) for RFID.
Commissioner Chin requested consideration of a resolution commending Library supported Helen Chin, Principal of the Gordon Lau School. Commissioner Chin also inquired about a discussion of the status of the former practice of library friends donating magazine subscriptions to their branch libraries.

Public comment on AGENDA ITEM #10 NEW BUSINESS

An anonymous member of the public expressed alarm at some of the points raised in discussion concerning landscaping maintenance expressing preference for more greenery rather than shrub removal. This person also discussed their views on the issue of RFID urging a full public discussion.
Mr. Peter Warfield found all of the proposed items good and asked for a discussion about donations of books as well. Mr. Warfield called for a public discussion of RFID at the Commission suggesting that the devil would be in the details and that only extensive public review would satisfy public concerns.
Ms. Melissa Riley, Librarian's Guild, discussed her experience as a branch library staff member in dealing with landscaping issues and working with Recreation and Park Department staff.
Commissioner Strobin left the meeting at 5:39pm

AGENDA ITEM #11 ADJOURNMENT

MOTION: by Commissioner Steiman, 2nd Commissioner Chin that the meeting be adjourned In Memoriam of the Late Val Tietz, a longtime friend, patron, landlord, and staunch supporter of the Glen Park Branch Library.

Public comment on AGENDA ITEM #11 ADJOURNMENT

An anonymous member of the public noted that Ms. Tietz had been a well regarded member of the community.

Approved by the following vote:
4-0 AYE (Bautista, Chin, Coulter, and Steiman)

There being no further business, at the hour of 6:00pm the Public Library Commission adjourned.

Michael Housh, Commission Secretary 10/19/04

Please note: Please note: These are draft minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the September 2, 2004 Minutes:

Minutes of the regular Commission Meeting of September 2, 2004

Appendix A

Library Commission meeting of September 2, 2004

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

DOCUMENTS DEPT.

NOV - 8 2004

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 7, 2004
(As approved November 4, 2004)

The San Francisco Public Library Commission held a regular meeting on Thursday, October 7, 2004 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01 pm.

The following members were present: Commissioners Chin, Coulter, Steiman, and Strobin. President Higueras was reported excused attendance. Commissioner Bautista joined the meeting at 4:20pm.

Vice President Steiman announced the Agenda Item #3 Donor Recognition Policy would be taken off calendar.

AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public discussed a Metropolis magazine article about the new Seattle Main Library offering views on the favorable response to that Library in contrast to our Main Library, and offered their views on the merits of building collaboration through use of focus groups.
Mr. Peter Warfield called attention to an anti-RFID rally; discussed his views on the Prop. E Hearings, and asked about public input on the RFP (request for proposals) for RFID.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 2, 2004

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF SEPTEMBER 2, 2004

An anonymous member of the public found the Minutes very bad citing: inaccurate reporting of the date of the June 17th meeting in the approval of the Minutes headings; inaccurate reporting of this person's comments about Mr. Warfield and an American Libraries editorial on "gadflies"; and the incorrect report of a page 5 comment.
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ACTION: 4-0 AYE (Chin, Coulter, Steiman, and Strobin)

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Bautista lauded Toni Bernardi and her staff calling them "heroes" of the library system. Commissioner Bautista noted that our teen users needed and deserved additional space and that consideration should be given to reallocations to better serve them. In response to Commissioner Bautista's comments, the Acting City Librarian suggested that a presentation on Teen Library users could be brought to the Commission. Ms. Bernardi outlined the strong beginnings and future growth proposed for her cadre of teen librarians as resources became available. She noted that already existing FTEs were being reallocated to provide additional dedicated teen librarians. Vice President Steiman thanked Ms. Bernardi and her dedicated staff on behalf of the Commission. In response to Commissioners questions, Mr. Underwood and Deputy City Attorney Catharine Barnes discussed various aspects and implications of solar installations on library facilities. The Acting City Librarian reported there would be no impact on the Chinatown Library's roof garden. Vice President Steiman noted that the Chinatown roof garden was well used for programming. The Acting City Librarian informed the Commissioners that staffing cost related issues would be among the factors addressed in the various scenarios to be outlined in the staff's Prop. E Hours of Public Service report to the Commission. Commissioner Coulter suggested that it might be necessary to change staff work rules over time in order to be able to provide the services the users wanted.

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Public comment on AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

(None offered)

Commission discussion of AGENDA ITEM #8 FRIENDS OF THE LIBRARY REPORT

Vice President Steiman thanked Ms. Doyle for her efforts on behalf of the Library.

AGENDA ITEM #9 LABOR UNION REPORT

Ms. Melissa Riley, Librarians Guild, suggested various ways that attendance might be increased at the Prop. E Hearings and noted in her experience, despite what was said in surveys, demand for evening hours fell significantly after 6pm. Ms. Riley lauded the installation of solar panels and expressed the hope that they could be included on many

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Commissioner Coulter requested a status update on the RFP (request for proposals) for RFID.
Commissioner Chin requested consideration of a resolution commending Library supporter Helen Chin, Principal of the Gordon Lau School. Commissioner Chin also inquired about a discussion of the status of the former practice of library friends donating magazine subscriptions to their branch libraries.

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An anonymous member of the public expressed alarm at some of the points raised in discussion concerning landscaping maintenance expressing preference for more greenery rather than shrub removal. This person also discussed their views on the issue of RFID urging a full public discussion.
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MOTION: by Commissioner Steiman, 2nd Commissioner Chin that the meeting be adjourned In Memoriam of the Late Val Tietz, a longtime friend, patron, landlord, and staunch supporter of the Glen Park Branch Library.

Public comment on AGENDA ITEM #11 ADJOURNMENT

An anonymous member of the public noted that Ms. Tietz had been a well regarded member of the community.

Approved by the following vote:
4-0 AYE (Bautista, Chin, Coulter, and Steiman)

There being no further business, at the hour of 6:00pm the Public Library Commission adjourned.

Michael Housh, Commission Secretary 11/5/04

Please note: Please note:. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS to the October 7, 2004 Minutes:

Minutes of the regular Commission Meeting of October 7, 2004

Appendix A

Library Commission meeting of October 7, 2004

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OCT 18 2004

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

10 18-04 MST SFN

DATE: Thursday, October 21, 2004
TIME: 4:00 p.m.
PLACE: Koret Auditorium, Main Library, lower level

Notice: It is possible that the usual start time of this meeting may be briefly delayed to permit a quorum of the Commission to assemble.

The meeting will be called to order.

1. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

2. CITY LIBRARIAN SEARCH PROCESS ACTION
Presentation on and discussion of an update on the City Librarian search process and possible action to revise the search schedule.

3. COMMENDATORY RESOLUTION ACTION
Presentation and discussion of and possible action to approve a resolution to commend and honor Rich Walsh, recently retired SFPL Director of Operations & Maintenance and former San Francisco Library Commission Secretary, for his years of selfless and exemplary public service leadership and service on behalf of San Francisco's public libraries.

4. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: Glen Park Branch Purchase & Sale Agreement update by Donnell Choy; *regular reports*: program budget, schedule, and construction reports; active projects; and community outreach; and *special reports;* Sunset & Western Addition Libraries Peer Review response.
Explanatory documents: current Budget Report and Branch Library Summary Schedules

6. ADJOURNMENT (requires motion and public comment) ACTION

M. Housh, Secretary. 10/18/04

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

/6
/21/04

Gavin Newsom
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Deborah Strobin
Commissioners

Paul Underwood
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 48 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 48 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 409 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org/Sunshine

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site: sfgov.org/ethics.

Michael Housh, Commission Secretary 9/11/03

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, October 21, 2004.
The San Francisco Public Library Commission held a regular meeting on Thursday, October 21, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:21pm.

The following members were present: Bautista, Chin, Higueras, and Steiman. Commissioners Coulter and Strobin were reported excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public expressed their views concerning public comment and about President Higueras' letter to the Editor of Library Journal concerning library gadflies.
Mr. Peter Warfield asked questions about the status of the request for proposals (RFP) for RFID at the Library and urged that the public be actively involved.

President Higueras reiterated, as he noted the Commission had stated several times before, that the Library would have a open process with opportunity for public discussion prior to issuing an request for proposals (RFP) for RFID use by the Library.

AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

The Library's Executive Search consultant Mr. Hawkins presented a brief progress report (copy attached) on the City Librarian search process. Mr. Hawkins highlighted his extensive outreach efforts and described the wide spectrum of advertising being done. Mr. Hawkins next discussed the work of expert consultants June Garcia and David Duberly in identifying potential candidates and encouraging them to apply. Mr. Hawkins noted that progress was going more slowly in reaching the number of candidates he would have liked and proposed to the Commissioners that the deadline for submission of applications be extended for two more weeks, until November 5th, to allow sufficient additional time to identify, contact, and bring in more potential candidates. Mr. Hawkins proposed to present a preliminary review of the candidates search and the candidate interview process to the Commission at its regular November 18th meeting. The Library's Executive Search Consultant then discussed how the Commission might consider structuring the candidate interview process offering three suggested models. Mr. Hawkins concluded suggesting that candidate interviews could be conducted in early December and discussed the interview process.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

An anonymous member of the public commented on a previous comment that there was insufficient time to properly conduct the search process; found the use of the term stakeholder a "red flag"; suggested that inclusion of outsiders in the interview process could breech the confidentiality of the process; and stated that in their view the Commission was required to submit three candidates for City Librarian to the Mayor. Mr. Peter Warfield expressed support for taking sufficient time to conduct the City Librarian search; commented that he felt the Charter required submission of three candidates to the Mayor; expressed concern with use of the term "stakeholders"; and inquired about who would be chosen to assist in this process. Mr. Warfield also expressed concerns about what he felt to be exclusion of members of the public such as himself from the process and about discussions not held in public.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

President Higueras observed that the inclusion of outside "stakeholders" might be problematic, raising concerns with maintaining potential applicants' privacy during such a process. President Higueras expressed a preference that the Commissioners conduct the interview process themselves. Vice President Steiman agreed that maintaining confidentiality would be difficult and perhaps unwieldy with a larger group involved. However; Vice President Steiman suggested that professional and expert input could be valuable in helping the Commissioners' evaluation of candidates. Vice President Steiman remarked that input from those with extensive knowledge could be useful in looking beyond a candidates' reputation and into their actual accomplishments. In response to Commissioners' comments, Mr. Hawkins noted that interview were just one element in a thorough professional evaluation and vetting of potential applicants. Mr. Hawkins discussed the issues raised by the need to protect the confidentiality of the process and recommended a compressed schedule of time between the candidate interviews and the recommendation to the Mayor of a candidate or candidates. There followed a discussion among the Commissioners concerning potential pitfalls with staff involvement in the process, the candidates' interviews, where and when interviews might be done. President Higueras commented that he believed that with Mr. Hawkins assistance, the Commissioners could make a reasonable choice and that to involve others would add additional time to the length of the search process. Deputy City Attorney Catharine Barnes outlined a possible "closed session" scenario if the Commission conducted the process, and noted that inclusion of outsiders might require that the process be conducted in a public meeting. Mr. Hawkins clarified that the number of potential finalist candidates could be 5 to 7.

MOTION: by Commissioner Bautista, 2nd Commissioner Coulter for approval of an extension of the City Librarian Search Process application period until November 5, 2004.

Adopted by the following vote:

AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The Acting City Librarian joined the meeting at 5:19pm.

AGENDA ITEM #3 COMMENDATORY RESOLUTION

President Higueras read the text of a proposed resolution commending Rich Walsh for his decades of exemplary service to San Francisco and its public libraries (copy attached). Mr. Walsh thanked the Commissioners for their gesture of recognition, recalled each Commissioner's unique contributions, and recalled many of the memorable events and outstanding colleagues that he had worked with during his 32 years with the City and 27 years at the Library. Mr. Walsh urged that Commissioners remember the critical importance of maintaining the Library's infrastructure and of making appropriate investment in its properties.

Public comment on AGENDA ITEM #3 COMMENDATORY RESOLUTION

An anonymous member of the public recalled Mr. Walsh's beginnings at the Library as a systems analyst, and his service as Commission Secretary, and noted that Mr. Walsh was a man of practicality who did not personalize his interactions.
Ms. Deborah Doyle, Acting Executive Director of the Friends of the San Francisco Public Library lauded Rich Walsh's decades of service to the Library and thanked him on behalf of Library's users.
Mr. Michael Kwok thanked Mr. Walsh for his service and suggested that the Public Library Commission consider using the model employed by the City's Taxi Commission in holding its employee hiring closed session.

Commission discussion of AGENDA ITEM #3 COMMENDATORY RESOLUTION

Commissioner Bautista wished Mr. Walsh well in his retirement and expressed happiness that he would be able to continue to assist the Library on a part time basis. Vice President Steiman commended Mr. Walsh for his outstanding service and noting that he left the library's facilities in good condition. Commissioner Chin noted that they had worked together for many years and that his people skills had made him very effective and an asset to the Library. Acting City Librarian Paul Underwood speaking for himself and on behalf of the management team commend Mr. Walsh and recalled that former City Librarian Susan Hildreth called Mr. Walsh a "gem of a manager" and that working with him had shown Mr. Walsh to be a wizard at getting the job done with limited resources.

MOTION: Commissioner Bautista, 2nd Commissioner Coulter for approval of the proposed resolution commending and thanking Rich Walsh for his services on the occasion of his retirement from the Library.

Adopted by the following vote:
AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson informed the Commissioners that her report would begin with an informational presentation by Deputy City Attorney Donnell Choy concerning the Glen Park Branch Library Purchase and Sale Agreement. Mr. Choy outlined in broad strokes the changes that had been made to the, as yet, unsigned Purchase and Sale Agreement for the new Glen Park Branch. Mr. Choy noted that there were, as yet, additional details to be worked out but that it was his view that the substance of the agreement had not significantly changed. The most significant change Mr. Choy highlighted was the creation of a tenants-in common arrangement for the underlying land with a vertical separation of the structure instead of the originally proposed condominium arrangement with appropriate common areas agreements. Deputy City Attorney Choy noted that the Library would have title to its portion of the building in a manner not significantly dissimilar to the originally proposed arrangement. Mr. Choy then outlined the next steps in the process to finalize the agreement with the new owner/developer of the property. Mr. Choy concluded that the Library fully retained its rights as originally proposed including the right to terminate the agreement if found to not meet the Library's requirements.

Next, Ms. Thompson presented: the current budget, reporting the current budget and expenditures and commitments of $28,652,466 and noting there were no schedule changes reflected. The BLIP Manager then updated the Commissioners concerning the active projects; and presented a community outreach update report The BLIP Manager then gave a construction activities report dated October 21, 2004. (copy attached). Ms. Thompson concluded her report with a Peer Review Panel Redesign review response report on the Sunset Branch Library and announced she would defer her design response to the Western Addition Branch library Peer Review to an upcoming meeting.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public expressed concern with the changes made to the proposed Glen Park Branch Purchase & Sale agreement suggesting that these new arrangements with a new owner and without extensive explanatory documents were difficult to verify. This person observed that in their view now that the project was out of the spotlight; anything might be done.

Mr. Peter Warfield noted that he had believe the original agreement a blank check for the developer and expressed alarm that he did not have access to details of the new arrangements. Mr. Warfield suggested an increased risk of liability; had concerns with status of the branch library in the new arrangement; and saw a potential for negative financial impacts to the Library.

Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

In response to questions by President Higueras, Mr. Choy discussed further the differences between the original and the current versions of the Glen Park Purchase and Sale Agreement and elaborated on the likelihood of greater risks or any loss of protection resulting from the changes in the draft agreement. Mr. Choy noted that no deal had been done yet and that mutual agreement of the parties was required to put the agreement into effect. The Deputy City Attorney pointed out that the Library fully retained its rights in the proposed new version. In response to questions by Vice President Steiman, Mr. Choy proposed to provide the Commissioners with additional information on details of several aspects of the new agreement. Deputy City Attorney Choy emphasized that each entity would own its spaces, holding as tenants-in- common only the land, with appropriate shared use agreements on joint use areas, and that the Library would continue to retain ownership of the airspace above its portion of the structure. President Higueras thanked Mr. Choy for his hard work on the proposed agreement, the useful clarity provided by his explanations, and requested that he report back to the Commission as details of the proposed final text were developed.

AGENDA ITEM # 6 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin that the meeting be adjourned.

There being no further business, the Commission meeting was adjourned at 6:07pm

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Strobin)

Michael Housh, Commission Secretary 10/25/04

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

City Librarian search revised schedule
Rich Walsh Resolution
Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 10/21/04
Sunset Peer Review response notes

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Minutes of the Library Commission Meeting October 21, 2004

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
October 21, 2004

Public Comment

City Librarian Search Process

Commendatory Resolution

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Informational Presentations

Glen Park Branch Library
Purchase & Sale Agreement

Donnell Choy, Deputy City Attorney

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
    Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Active Projects Reports
New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports
Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Bid Phase
  - Civic Design Review complete
  - Closure & Interim Services
- Sunset
  - Construction Document Phase
  - Interim Services

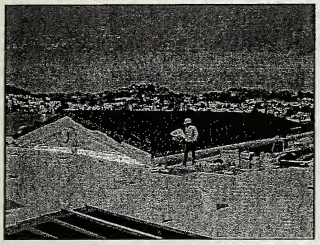
Active Projects Reports
Renovations

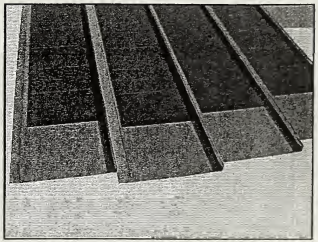
- Noe Valley
  - Construction Document Phase
  - Civic Design Review
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Civic Design Review
  - Interim Services

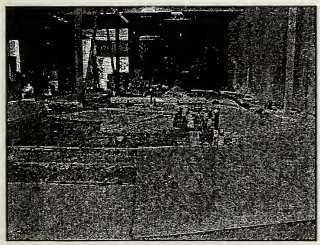
Active Projects Reports
Renovations

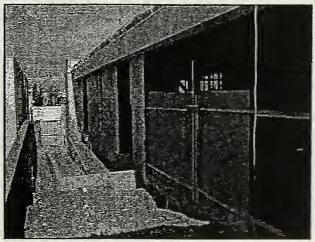
- Marina
  - Design Development Phase
  - Civic Design Review
- Bernal Heights
  - Conceptual Design Phase
- Potrero
  - Programming & Planning Phase
  - Community Meeting

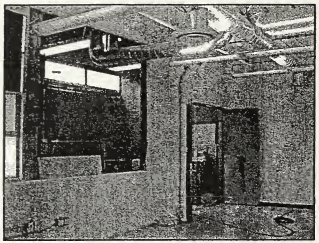
Construction Reports

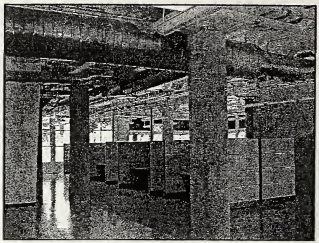


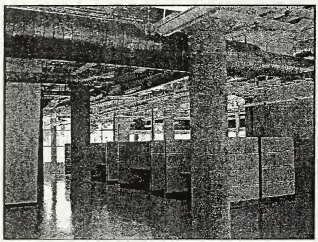


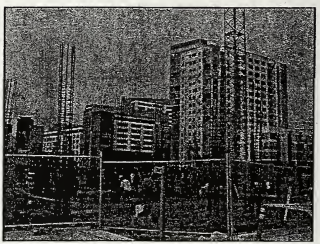


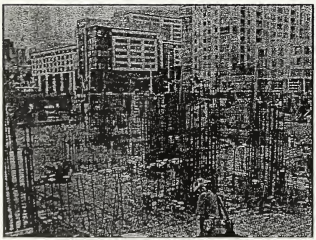


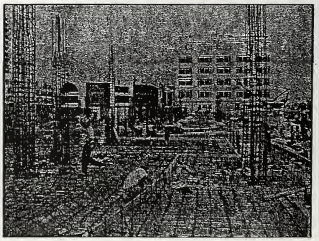


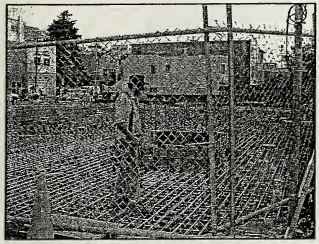


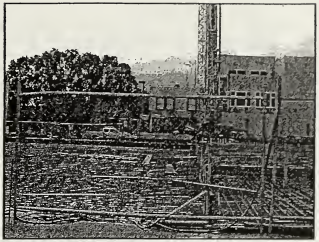










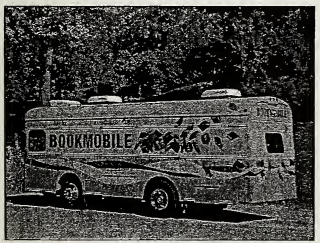


Community Outreach Update

- Library meetings:
  11/6 Potrero Community Meeting
- Library invited:
  10/16 Clement Street Fair

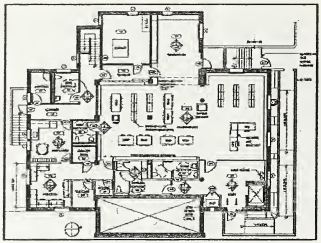
Community Outreach Update

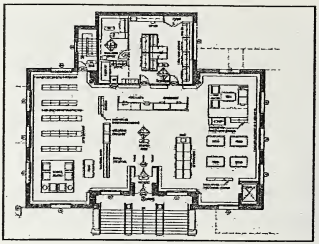
- Related City Boards/Commissions:
  10/18 Civic Design Review Committee
- Other Outreach:
  Website - www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter - issued quarterly
  Bulletin Board – Sixth Floor

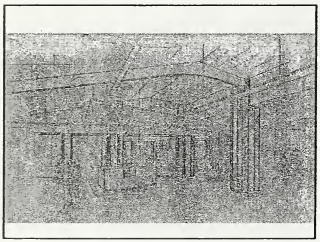


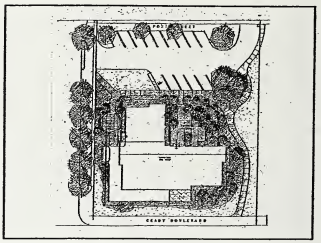
Special Reports

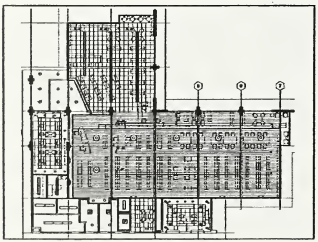
Design Review Response-
Sunset
Western Addition

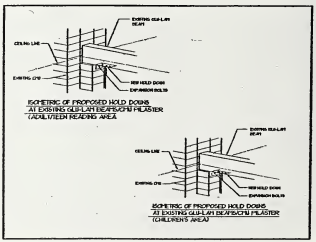






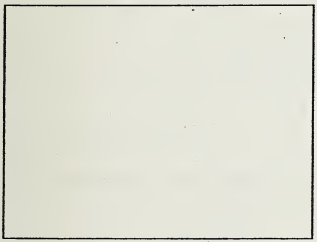





EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
EXISTING OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM DECKPSOFIT PLASTER CADULT/TEEN READING AREA
EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
EXISTING OF PROPOSED HOLD DOWNS AT EXISTING GLU-LAM DECKPSOFIT PLASTER CHILDREN'S AREA

Bond Program
Manager's Reports

Adjournment



San Francisco Public Library
City Librarian Search

Revised as of 10/21/04

Overview of Proposed Tasks and Timelines

	Proposed Tasks	Proposed Timelines
1.	Initial meeting with Commission members and search consultant.	July 15th 2004
2.	Interview Commission members, San Francisco Public Library officials and other stakeholders by phone or in person; participate in other stakeholder engagement activities as determined by the Commission.	July 19th - August 8th 2004
3.	Finalization and approval of recruitment profile.	August 19, 2004
4.	Advertising of the position.	August 20, 2004
5.	Recruitment by search consultants.	August 23rd - October 22, 2004
6.	Requested application deadline.	Nov. 5 (proposed two week extension)
7.	Candidate evaluations by search consultants.	November 8 th - November 18th
8.	Presentation of recruitment report to Commission.	November 18, 2004
9.	Commission interviews final (5-7) candidates.	TBD (proposed dates of 12/3 or 12/6
10.	Commission selects finalists for recommendation to the Mayor.	TBD (proposed dates of 12/3 or 12/6)
11.	Mayor Interviews final 3 candidates	TBD (proposed dates of 12/4- 12/13)

Adjustments May Be Made To This Timeline As Needed

CURRENT BUI REPORT-2000 Branch Library Improvement Bond Program
September 16, 2004

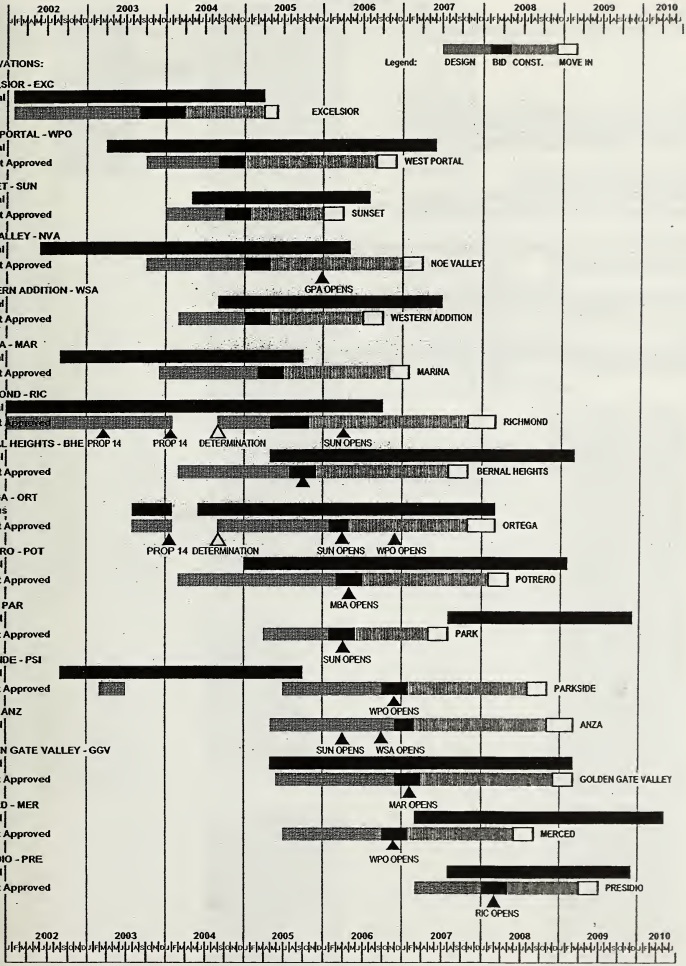
Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 31-Aug-04	New This Month
								B	
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,431	20
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,801	753
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,541,965	18,557
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,626,000	8,825,036	2,949
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,224,291*	*22,279*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,629,000	3,629,000		3,629,000			18,890	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			77,594	12,860
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,816,400	67,703
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	735,300	444
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,236,000	3,236,000		3,236,000	2,736,000	2,738,000	89,595	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	29,399	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	130,692	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,582	113
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	690,727	3,669
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	115,295	41,497
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,630,506*	*148,217*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	600,000	570,376	605
Program Consultants	750,000	750,000	750,000		750,000	582,500	582,500	132,630	9,382
City Program Management	3,600,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,198,288	52,020
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	119,831	910
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,797,669*	*62,917*
TOTAL	133,265,000	134,765,000	105,865,000	28,900,000	134,765,000	43,655,000	43,655,000	28,652,466	231,413

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch Library Program Summary Schedules

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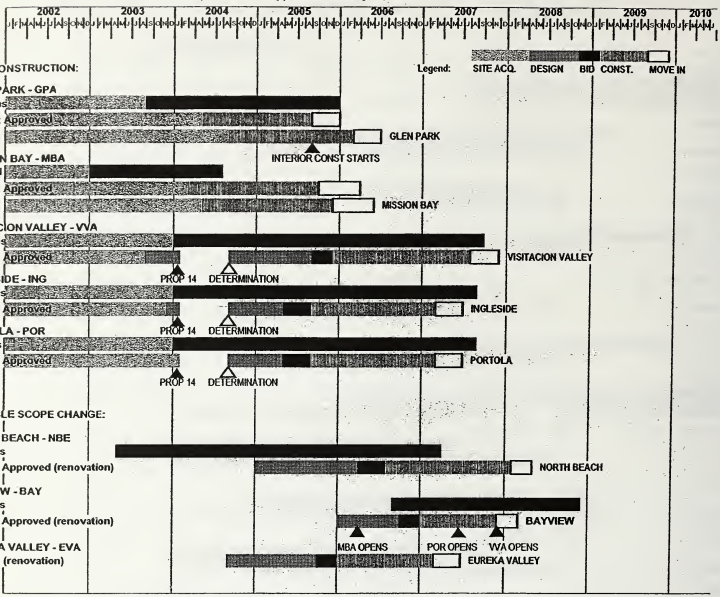


Branch	Contacts	Statistics	Activities	Schedule

Excelsior Branch

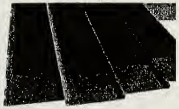
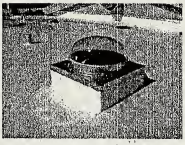
4400 Mission Street

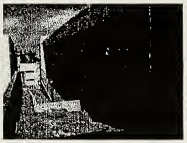
District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800:**
Change Orders:	**$69,520**
Total Contract:	**$1,863,320**
Payments:	**$553,998**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

Shear plywood on exterior walls
Roofing & solar panel installation
Interior concrete slab placement
No change orders this month

■ Design ■ Bid
□ Const □ Move In



Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Elliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$63,784**
Total Contract:	**$556,784**
Payments:	**$472,385**
Duration:	**120 days**
Extensions:	**70 days**
Total Duration:	**190 days**
End Date:	**11/01/04**

* $181,027 Bond funds

Punchlist work complete
Loading dock gate installation
Rough opening for elevator door
City's installation of fiber
Library to install new elevator door & HVAC upgrades before move in, end of December.
Change order to extend time for coordination with City installations & other owner requested changes.

■ Design ■ Bid □ Const

Branch	Contacts	Statistics	Activities	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $251,005 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	Rebar installation first floor slab & column cages No change orders this month	 ■Design □Const ⊡Move in

Glen Park Branch 2815 Diamond Street	**District/Supervisor:** 8 / Dufty **Architect:** Sternberg Benjamin (shell) Tom Eliot Fisch (interior) **Contractor/Developer (shell):** Diamond LLC **Contractor (interior):** TBD	**Purchase Price:** $3,361,000 **Est'd Complete:** 9/1/05* * Interior construction begins	Excavation & piles complete First floor reinforcing No payments made til finished Design of interior construction proceeding. Bid summer 2005.	 ■Design □Const ■Interior Const ⊡Move In

DRAFT

San Francisco Public Library

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR, and COMMEND the many significant contributions which former Library Commission Secretary and San Francisco Public Library Director of Operations & Maintenance RICH WALSH has made to the betterment of San Francisco's public libraries during his decades of service and leadership on behalf of our libraries; and

WHEREAS, throughout his many years of service to the City & County of San Francisco RICH WALSH has earned the affectionate regard and professional respect of his colleagues through his passionate devotion to public service, his enthusiasm for doing every job well, and his well known love for the history and traditions of San Francisco; and

WHEREAS, the invaluable contributions and respected professional accomplishments of RICH WALSH, justly renowned for his unrivaled knowledge of the often arcane processes essential to getting things done, as well as his decades of experience with and famed skill at building cooperative partnerships with other city departments have significantly benefited the San Francisco Public Library and the people of San Francisco; and

WHEREAS, the San Francisco Public Library Commission will SALUTE its' former Secretary and longtime Library manager RICH WALSH, as an outstanding exemplar of the high ideals of professional achievement, personal character, and public service leadership at its regular meeting on October 21, 2004; Now,

Therefore, Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION in RECOGNITION and HONOR of his decades of outstanding exemplary public service and dedicated hard work and in recognition of his retirement from the Library, do hereby RECOGNIZE, HONOR, AND COMMEND

RICH WALSH

In Witness Whereof, I have hereunto set my hand and caused the seal of the San Francisco Public Library Commission to be affixed.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102-4733
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

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President
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orah Strobin
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Underwood
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hael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, October 21, 2004.
(As approved amended December 2, 2004)
The San Francisco Public Library Commission held a regular meeting on Thursday, October 21, 2004, in the Koret Auditorium, Main Library.

The meeting was called to order by President Higueras at 4:21pm.

The following members were present: Bautista, Chin, Higueras, and Steiman. Commissioners Coulter and Strobin was reported excused.

AGENDA ITEM #1 PUBLIC COMMENT

Public comment on AGENDA ITEM #1 PUBLIC COMMENT

An anonymous member of the public expressed their views concerning public comment and about President Higueras' letter to the Editor of Library Journal concerning library gadflies.
Mr. Peter Warfield asked questions about the status of the request for proposals (RFP) for RFID at the Library and urged that the public be actively involved.

President Higueras reiterated, as he noted the Commission had stated several times before, that the Library would have an open process with opportunity for public discussion prior to issuing a request for proposals (RFP) for RFID use by the Library.

AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

The Library's Executive Search consultant Mr. Hawkins presented a brief progress report (copy attached) on the City Librarian search process. Mr. Hawkins highlighted his extensive outreach efforts and described the wide spectrum of advertising being done. Mr. Hawkins next discussed the work of expert consultants June Garcia and David Duberly in identifying potential candidates and encouraging them to apply. Mr. Hawkins noted that progress was going more slowly in reaching the number of candidates he would have liked and proposed to the Commissioners that the deadline for submission of applications be extended for two more weeks, until November 5th, to allow sufficient additional time to identify, contact, and bring in more potential candidates. Mr. Hawkins proposed to present a preliminary review of the candidates search and the candidate interview process to the Commission at its regular November 18th meeting. The Library's Executive Search Consultant then discussed how the Commission might consider structuring the candidate interview process offering three suggested models. Mr. Hawkins

concluded suggesting that candidate interviews could be conducted in early December and discussed the interview process.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

An anonymous member of the public commented on a previous comment that there was insufficient time to properly conduct the search process; found the use of the term stakeholder a "red flag"; suggested that inclusion of outsiders in the interview process could breech the confidentiality of the process; and stated that in their view the Commission was required by law to submit one, two, or three candidates for City Librarian to the Mayor.

Mr. Peter Warfield expressed support for the motion taking sufficient time to conduct the City Librarian search; commented that he felt the Charter required submission of three candidates to the Mayor; expressed concern with use of the term "stakeholders"; and inquired about who would be chosen to assist in this process. Mr. Warfield also expressed concerns about what he felt to be exclusion of members of the public such as himself from the process and about discussions not held in public.

Commission discussion of AGENDA ITEM #2 CITY LIBRARIAN SEARCH PROCESS

President Higueras observed that the inclusion of outside "stakeholders" might be problematic, raising concerns with maintaining potential applicants' privacy during such a process. President Higueras expressed a preference that the Commissioners conduct the interview process themselves. Vice President Steiman agreed that maintaining confidentiality would be difficult and perhaps unwieldy with a larger group involved. However; Vice President Steiman suggested that professional and expert input could be valuable in helping the Commissioners' evaluation of candidates. Vice President Steiman remarked that input from those with extensive knowledge could be useful in looking beyond a candidates' reputation and into their actual accomplishments. In response to Commissioners' comments, Mr. Hawkins noted that interview were just one element in a thorough professional evaluation and vetting of potential applicants. Mr. Hawkins discussed the issues raised by the need to protect the confidentiality of the process and recommended a compressed schedule of time between the candidate interviews and the recommendation to the Mayor of a candidate or candidates. There followed a discussion among the Commissioners concerning potential pitfalls with staff involvement in the process, the candidates' interviews, where and when interviews might be done. President Higueras commented that he believed that with Mr. Hawkins assistance, the Commissioners could make a reasonable choice and that to involve others would add additional time to the length of the search process. Deputy City Attorney Catharine Barnes outlined a possible "closed session" scenario if the Commission conducted the process, and noted that inclusion of outsiders might require that the process be conducted in a public meeting. Mr. Hawkins clarified that the number of potential finalist candidates could be 5 to 7.

MOTION: by Commissioner Bautista, 2nd Commissioner Chin for approval of an extension of the City Librarian Search Process application period until November 5, 2004.

Adopted by the following vote:
AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The Acting City Librarian joined the meeting at 5:19pm.

AGENDA ITEM #3 COMMENDATORY RESOLUTION

President Higueras read the text of a proposed resolution commending Rich Walsh for his decades of exemplary service to San Francisco and its public libraries (copy attached). Mr. Walsh thanked the Commissioners for their gesture of recognition, recalled each Commissioner's unique contributions, and recalled many of the memorable events and outstanding colleagues that he had worked with during his 32 years with the City and 27 years at the Library. Mr. Walsh urged that Commissioners remember the critical importance of maintaining the Library's infrastructure and of making appropriate investment in its properties.

Public comment on AGENDA ITEM #3 COMMENDATORY RESOLUTION

An anonymous member of the public recalled Mr. Walsh's beginnings at the Library as a systems analyst, and his service as Commission Secretary, and noted that Mr. Walsh was a man of practicality who did not personalize his interactions.
Ms. Deborah Doyle, Acting Executive Director of the Friends of the San Francisco Public Library lauded Rich Walsh's decades of service to the Library and thanked him on behalf of Library's users.
Mr. Michael Kwok thanked Mr. Walsh for his service and suggested that the Public Library Commission consider using the model employed by the City's Taxi Commission in holding its employee hiring closed session.

Commission discussion of AGENDA ITEM #3 COMMENDATORY RESOLUTION

Commissioner Bautista wished Mr. Walsh well in his retirement and expressed happiness that he would be able to continue to assist the Library on a part time basis. Vice President Steiman commended Mr. Walsh for his outstanding service and noting that he left the library's facilities in good condition. Commissioner Chin noted that they had worked together for many years and that his people skills had made him very effective and an asset to the Library. Acting City Librarian Paul Underwood speaking for himself and on behalf of the management team commend Mr. Walsh and recalled that former City Librarian Susan Hildreth called Mr. Walsh a "gem of a manager" and that working with him had shown Mr. Walsh to be a wizard at getting the job done with limited resources.

MOTION: Commissioner Bautista, 2nd Commissioner Chin for approval of the proposed resolution commending and thanking Rich Walsh for his services on the occasion of his retirement from the Library.

Adopted by the following vote:

AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

(Presented by Branch Library Improvement Program Manager Marilyn Thompson -This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

Ms. Thompson informed the Commissioners that her report would begin with an informational presentation by Deputy City Attorney Donnell Choy concerning the Glen Park Branch Library Purchase and Sale Agreement. Mr. Choy outlined in broad strokes the changes that had been made to the, as yet, unsigned Purchase and Sale Agreement for the new Glen Park Branch. Mr. Choy noted that there were, as yet, additional details to be worked out but that it was his view that the substance of the agreement had not significantly changed. The most significant change Mr. Choy highlighted was the creation of a tenants-in common arrangement for the underlying land with a vertical separation of the structure instead of the originally proposed condominium arrangement with appropriate common areas agreements. Deputy City Attorney Choy noted that the Library would have title to its portion of the building in a manner not significantly dissimilar to the originally proposed arrangement. Mr. Choy then outlined the next steps in the process to finalize the agreement with the new owner/developer of the property. Mr. Choy concluded that the Library fully retained its rights as originally proposed including the right to terminate the agreement if found to not meet the Library's requirements.

Next, Ms. Thompson presented: the current budget, reporting the current budget and expenditures and commitments of $28,652,466 and noting there were no schedule changes reflected. The BLIP Manager then updated the Commissioners concerning the active projects; and presented a community outreach update report The BLIP Manager then gave a construction activities report dated October 21, 2004. (copy attached). Ms. Thompson concluded her report with a Peer Review Panel Redesign review response report on the Sunset Branch Library and announced she would defer her design response to the Western Addition Branch library Peer Review to an upcoming meeting.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGER'S REPORT

An anonymous member of the public expressed concern with the changes made to the proposed Glen Park Branch Purchase & Sale agreement suggesting that these new arrangements with a new owner and without extensive explanatory documents were difficult to verify. This person observed that in their view now that the project was out of the spotlight; anything might be done.

Mr. Peter Warfield noted that he had believe the original agreement a blank check for the developer and expressed alarm that he did not have access to details of the new arrangements. Mr. Warfield suggested an increased risk of liability; had concerns with status of the branch library in the new arrangement; and saw a potential for negative financial impacts to the Library.

Commission discussion of AGENDA ITEM #4 BOND PROGRAM MANAGER'S REPORT

In response to questions by President Higueras, Mr. Choy discussed further the differences between the original and the current versions of the Glen Park Purchase and Sale Agreement and elaborated on the likelihood of greater risks or any loss of protection resulting from the changes in the draft agreement. Mr. Choy noted that no deal had been done yet and that mutual agreement of the parties was required to put the agreement into effect. The Deputy City Attorney pointed out that the Library fully retained its rights in the proposed new version. In response to questions by Vice President Steiman, Mr. Choy proposed to provide the Commissioners with additional information on details of several aspects of the new agreement. Deputy City Attorney Choy emphasized that each entity would own its spaces, holding as tenants-in- common only the land, with appropriate shared use agreements on joint use areas, and that the Library would continue to retain ownership of the airspace above its portion of the structure. President Higueras thanked Mr. Choy for his hard work on the proposed agreement, the useful clarity provided by his explanations, and requested that he report back to the Commission as details of the proposed final text were developed.

AGENDA ITEM # 6 ADJOURNMENT

MOTION: by Commissioner Bautista, 2nd Commissioner Chin that the meeting be adjourned.

There being no further business, the Commission meeting was adjourned at 6:07pm

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Strobin)

Michael Housh, Commission Secretary 12/3/04

Please note: **Changes in these minutes are in alternative typeface.** Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

ATTACHMENTS:

City Librarian search revised schedule
Rich Walsh Resolution
Branch Library Improvement Program (BLIP) Manager's Report notes
Branch Library Improvement Program Schedule 2/19/04
Branch Library Improvement Program Budget 10/21/04
Sunset Peer Review response notes

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Secretary/Custodian of Records, Main Library, 6th Floor, (2) in the rear of the Koret Auditorium immediately before and during the meeting, and (3)to the extent possible, on the Library's website at http://sfpl.org/.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to the Library Commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance §§ 67.9, 67.28(b)& 67.28(d).

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library

Library Commission
October 21, 2004

Public Comment

City Librarian Search Process

Commendatory Resolution

Bond Program Manager's Reports

Informational Presentations
Regular Reports
Special Reports

Informational Presentations

Glen Park Branch Library
Purchase & Sale Agreement

Donnell Choy, Deputy City Attorney

Regular Reports

Budget Report
Schedule Report
Active Projects Reports
Construction Reports
Community Outreach Update

Budget Report

- Recap:
  - 10-10-01 Baseline Budget & Reserve established
  - 11-15-01 Glen Park increased $88,000 for site acquisition
  - 01-17-02 Increased Reserve for Prop 14 (reduced all projects 5%)
  - 05-16-02 Art Enrichment Program Funded ($302,000 from 6 projects)
  - 06-20-02 Mission Bay increased $653,000 for site acquisition
  - 12-20-02 Ingleside increased $455,000 for site acquisition
  - 02-20-03 Friends & Foundation Budget for FF&E updated
  - 04-17-03 VVA increased $716,000 for site acquisition
  - 06-26-03 DRE increased $115,281
  - 10-16-03 Relocation & Moving Budgets for SSF & EXC allocated
  - 02-19-04 Library Preservation Fund added
  - TODAY no changes

Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Revised Glen Park to match Developer's schedule
  - 01-17-02 Issued detailed schedules for Phases 1-2
  - 02-21-02 Revised to reflect Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
  - 03-21-02 Issued detailed schedules for all Phases
  - 04-18-02 Revised to reflect Prop 14 strategy
  - 06-20-02 Adjusted projects for geographic distribution
  - 04-17-03 Revised to reflect revised Prop 14 strategy
    Revised Mission Bay to match Developer's schedule
    Revised Glen Park to match Developer's schedule
  - 02/19/04 Various changes per memo dated 2/17/04
  - TODAY No changes

Active Projects Reports New Construction

- Glen Park
  - Construction start 9/1/04
  - Interior: Design Development Phase
- Mission Bay
  - Construction start 3/04

Active Projects Reports Renovations

- Excelsior
  - Construction start 3/04
- West Portal
  - Bid Phase
  - Civic Design Review complete
  - Closure & Interim Services
- Sunset
  - Construction Document Phase
  - Interim Services

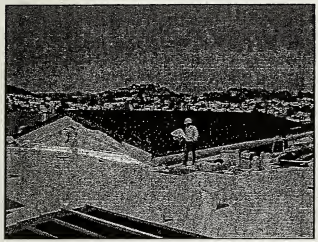
Active Projects Reports Renovations

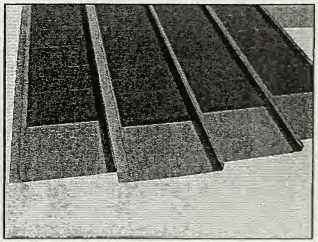
- Noe Valley
  - Construction Document Phase
  - Civic Design Review
  - Interim Services
- Western Addition
  - Schematic Design Phase
  - Civic Design Review
  - Interim Services

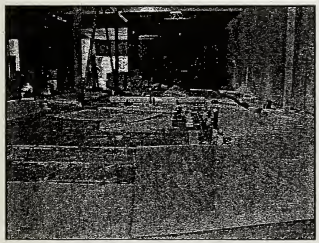
Active Projects Reports
Renovations

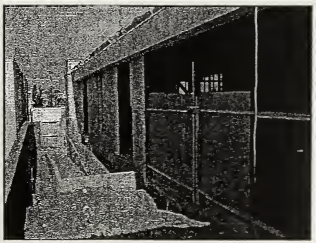
- Marina
  - Design Development Phase
  - Civic Design Review
- Bernal Heights
  - Conceptual Design Phase
- Potrero
  - Programming & Planning Phase
  - Community Meeting

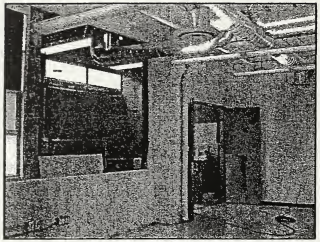
Construction Reports

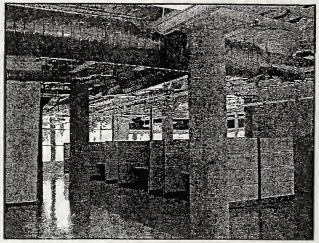


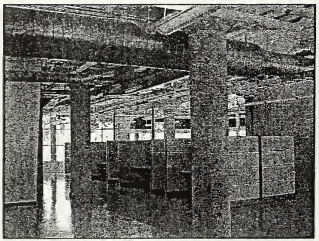


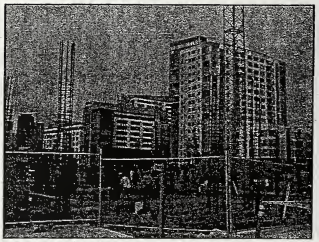


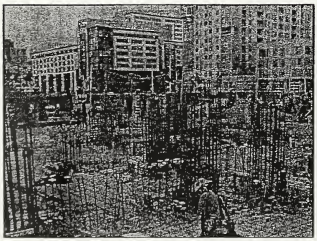


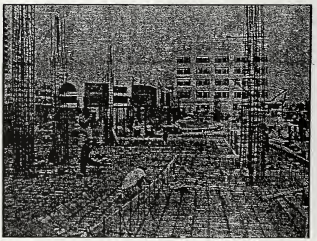


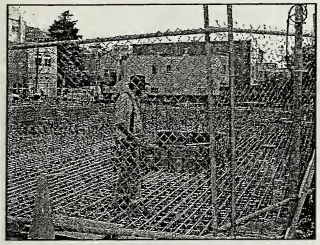


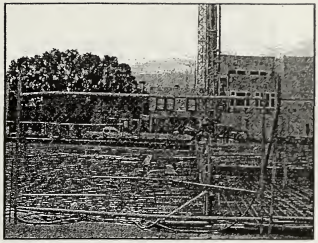










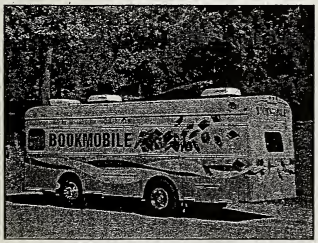


Community Outreach Update

- Library meetings:
  11/6 Potrero Community Meeting
- Library invited:
  10/16 Clement Street Fair

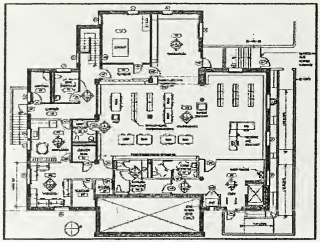
Community Outreach Update

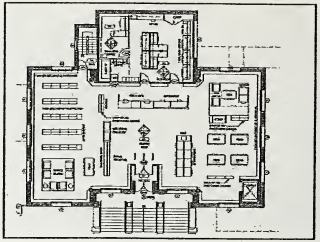
- Related City Boards/Commissions:
  10/18 Civic Design Review Committee
- Other Outreach:
  Website - www.sfpl.org/news/blip/improvementprogram.htm
  Newsletter - issued quarterly
  Bulletin Board – Sixth Floor

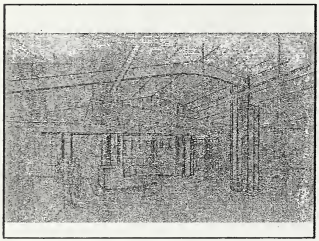


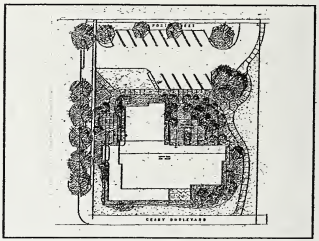
Special Reports

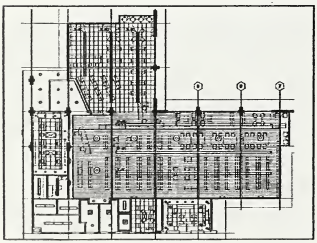
Design Review Response-
Sunset
Western Addition

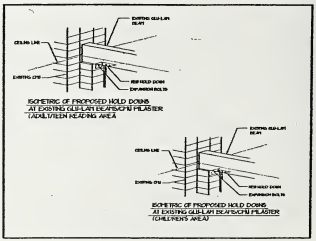






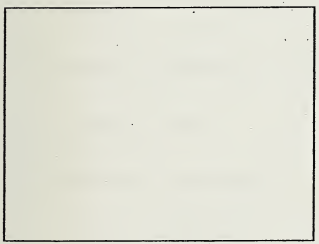

COURT YARD/YARD




EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
ISOMETRIC OF PROPOSED HOLD DOWNS
AT EXISTING GLU-LAM BEAM/SOUND PLASTER
CEILING/MEN READING AREA
EXISTING GLU-LAM BEAM
CEILING LINE
EXISTING CMU
NEW HOLD DOWN
EXPANSION BOLTS
ISOMETRIC OF PROPOSED HOLD DOWNS
AT EXISTING GLU-LAM BEAM/SOUND PLASTER
CHILDREN'S AREA

Bond Program Manager's Reports

Adjournment



San Francisco Public Library
City Librarian Search

Revised as of 10/21/04

Overview of Proposed Tasks and Timelines

	Proposed Tasks	Proposed Timelines
1.	Initial meeting with Commission members and search consultant.	July 15th 2004
2.	Interview Commission members, San Francisco Public Library officials and other stakeholders by phone or in person; participate in other stakeholder engagement activities as determined by the Commission.	July 19th - August 8th 2004
3.	Finalization and approval of recruitment profile.	August 19, 2004
4.	Advertising of the position.	August 20, 2004
5.	Recruitment by search consultants.	August 23rd - October 22, 2004
6.	Requested application deadline.	Nov. 5 (proposed two week extension)
7.	Candidate evaluations by search consultants.	November 8 th - November 18th
8.	Presentation of recruitment report to Commission.	November 18, 2004
9.	Commission interviews final (5-7) candidates.	TBD (proposed dates of 12/3 or 12/6
10.	Commission selects finalists for recommendation to the Mayor.	TBD (proposed dates of 12/3 or 12/6)
11.	Mayor Interviews final 3 candidates	TBD (proposed dates of 12/4- 12/13)

Adjustments May Be Made To This Timeline As Needed

CURRENT BUD... (EPORT-2000 Branch Library Improvement Bond Program
September 16, 2004

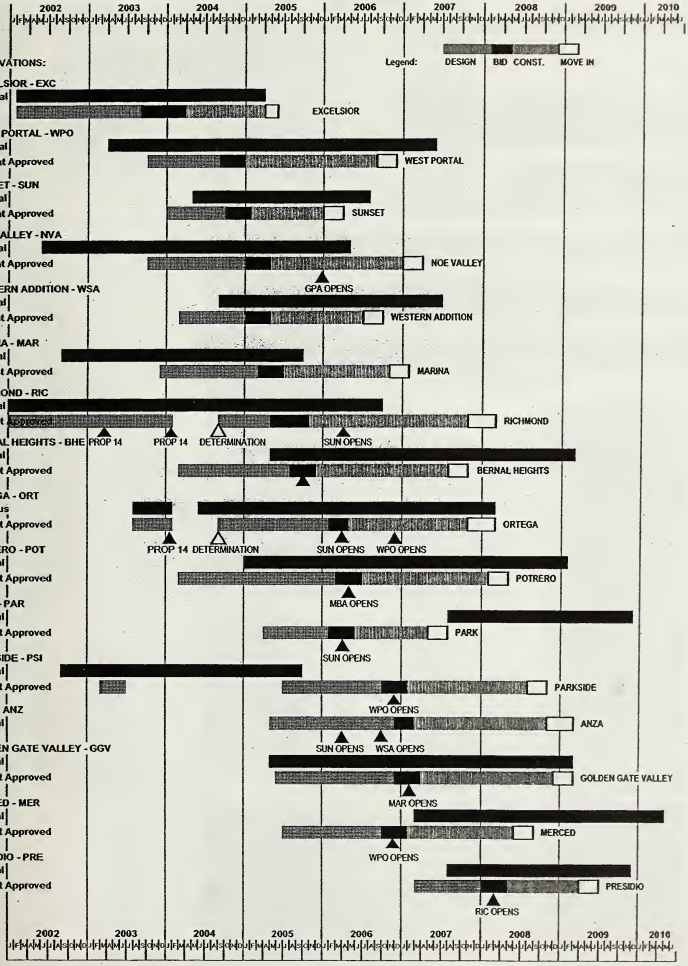
Branch	BUDGET		REVENUE			FUND STATUS		EXPENDITURES/ENCUMBRANCES	
			FUND STRATEGY						
	Baseline Budget (10/01)	Approved Budget (1/04)	City Prop. A Bonds	Other Funds	Total All Sources	Appropriated	Total Available	Actual 31-Aug-04 B	New This Month
Site Acquisitions & New Construction									
Glen Park	4,570,000	4,681,000	4,681,000		4,681,000	4,728,250	4,728,250	212,431	20
Ingleside	4,570,000	4,843,000	1,943,000	2,900,000 (1)	4,843,000	2,890,000	2,890,000	2,535,801	753
Mission Bay	3,350,000	3,957,000	3,957,000		3,957,000	3,957,000	3,957,000	3,541,965	18,557
Portola	4,570,000	4,388,000	1,988,000	2,400,000 (1)	4,388,000	2,435,000	2,435,000	1,876,752	-
Visitacion Valley	5,320,000	5,826,500	5,826,500		5,826,500	2,870,000	2,870,000	2,232,306	-
Support Services	9,080,000	8,876,000	8,876,000		8,876,000	8,626,000	8,826,000	8,825,036	2,949
SUBTOTAL	*31,460,000*	*32,571,500*	*27,271,500*	*5,300,000*	*32,571,500*	*25,506,250*	*25,506,250*	*19,224,291*	*22,279*
Renovations									
Anza	4,740,000	4,503,000	4,503,000		4,503,000				
Bayview	3,820,000	3,829,000	3,629,000		3,629,000			18,690	
Bernal Heights	5,350,000	5,082,500	5,082,500		5,082,500			77,594	12,860
Eureka Valley	4,580,000	4,351,000	4,351,000		4,351,000			18,202	
Excelsior	3,820,000	3,649,000	3,649,000		3,649,000	3,629,000	3,629,000	2,816,400	67,703
Golden Gate Valley	5,340,000	5,073,000	5,073,000		5,073,000	50,000	50,000		
Marina	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	525,831	
Merced	4,200,000	3,990,000	3,990,000		3,990,000	-	-		
Noe Valley	4,410,000	4,189,500	4,189,500		4,189,500	1,047,125	1,047,125	735,300	444
North Beach	3,460,000	3,287,000	3,287,000		3,287,000	821,750	821,750	118	
Ortega	3,560,000	3,382,000	3,382,000		3,382,000	350,000	350,000	140,768	-
Park	1,310,000	1,244,500	1,244,500		1,244,500	-	-		
Parkside	2,880,000	3,238,000	3,238,000		3,238,000	2,738,000	2,736,000	89,595	
Potrero	4,230,000	4,018,500	4,018,500		4,018,500	-	-	29,399	
Presidio	1,530,000	1,453,500	1,453,500		1,453,500	353,400	353,400	130,692	
Richmond	7,630,000	7,141,500	41,500	7,100,000 (1) (2)	7,141,500	2,441,500	2,441,500	994,313	-
Sunset	1,490,000	1,415,500	1,415,500		1,415,500	1,415,500	1,415,500	247,582	113
West Portal	4,110,000	3,904,500	3,904,500		3,904,500	976,125	976,125	690,727	3,669
Western Addition	3,430,000	3,258,500	3,258,500		3,258,500	-	-	115,295	41,497
SUBTOTAL	*74,000,000*	*70,713,000*	*63,613,000*	*7,100,000*	*70,713,000*	*14,796,525*	*14,796,525*	*6,630,506*	*146,217*
Program-Wide Services & Costs									
Library Program Costs	800,000	800,000	800,000		800,000	600,000	800,000	570,376	605
Program Consultants	750,000	750,000	750,000		750,000	562,500	582,500	132,630	9,382
City Program Management	3,800,000	3,600,000	3,600,000		3,600,000	1,013,822	1,013,822	1,198,288	52,020
Real Estate Dept	120,000	235,281	235,281		235,281	235,281	235,281	235,281	0
Art Enrichment Program	0	302,000	302,000		302,000	302,000	302,000	119,631	910
Program Interim Services	0	438,400	253,542	184,858 (4)	438,400	300,000	300,000	251,412	0
Relocation & Moving Reserve	4,360,000	410,000	94,858	315,142 (4)	410,000	0	0		0
Furniture & Equipment Reserve	15,000,000	16,000,000	0	16,000,000 (3)	16,000,000	0	0		0
Bond Financing Costs	1,500,000	1,500,000	1,500,000		1,500,000	338,622	338,622	290,051	0
Program Reserve	1,675,000	7,444,819	7,444,819		7,444,819	0	0		0
SUBTOTAL	*27,805,000*	*31,480,500*	*14,980,500*	*16,500,000*	*31,480,500*	*3,352,225*	*3,352,225*	*2,797,669*	*62,917*
TOTAL	**133,265,000**	**134,765,000**	**105,865,000**	**28,900,000**	**134,765,000**	**43,655,000**	**43,655,000**	**28,652,466**	**231,413**

(1) Prop. 14 State Grants
(2) Earthquake Safety Program funds remaining for Branch Libraries ($2,400,000 for Richmond)
(3) Private donations from Friends & Foundation, includes Friends and Foundation fundraising expenses.
(4) Library Preservation Fund approved by Library Commission ($500,000) 1/04

Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

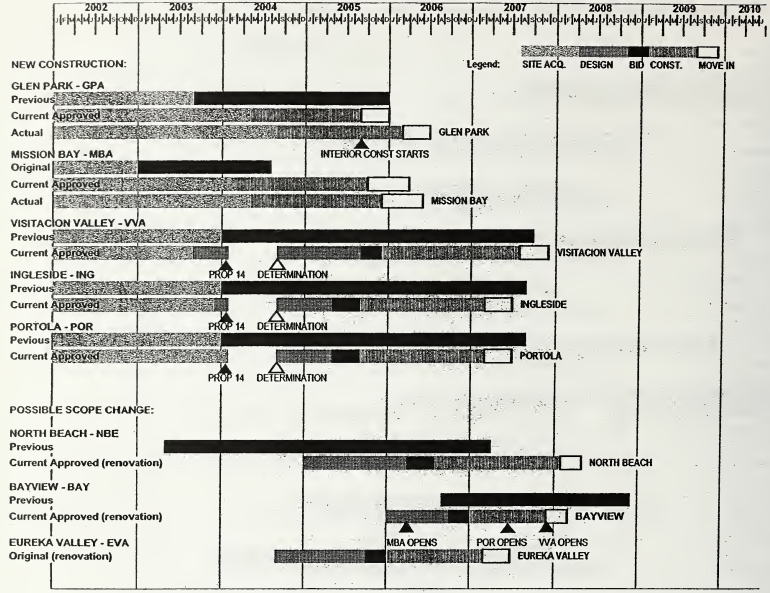
Approved February 19, 2004



Branch Library Program Summary Schedules

Monthly Bond Program Manager's Report

Approved February 19, 2004



Branch	Contacts	Statistics	Activities	Schedule

Excelsior Branch

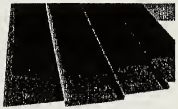
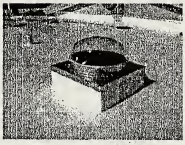
4400 Mission Street

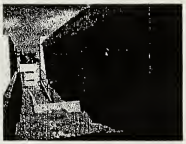
District/Supervisor:
11 / Sandoval
Architect:
DPW Bureau of Architecture
Contractor:
CDX Builders

Bid:	**$1,793,800;**
Change Orders:	**$69,520**
Total Contract:	**$1,863,320**
Payments:	**$553,998**
Duration:	**460 days**
Extensions:	**-90 days**
Total Duration:	**370 days**
End date	**03/27/05**

Shear plywood on exterior walls
Roofing & solar panel installation
Interior concrete slab placement
No change orders this month

■ Design ■ Bid
□ Const ▣ Move In



Support Services Center

190 9th Street

District/Supervisor:
6 / Daly
Architect:
DPW Bureau of Architecture
Tom Eliot Fisch
Contractor:
Kin Wo

Bid:	**$493,000***
Change Orders:	**$63,784**
Total Contract:	**$556,784**
Payments:	**$472,385**
Duration:	**120 days**
Extensions:	**70 days**
Total Duration:	**190 days**
End Date:	**11/01/04**

* $181,027 Bond funds

Punchlist work complete
Loading dock gate installation
Rough opening for elevator door
City's installation of fiber
Library to install new elevator door & HVAC upgrades before move in, end of December.
Change order to extend time for coordination with City installations & other owner requested changes.

■ Design ■ Bid □ Const

Branch	Contacts	Statistics	Activities	Schedule
Mission Bay Branch 4th and Berry Streets	**District/Supervisor:** 6 / Daly **Architect:** Santos Prescott Hardison Komatsu Ivelich & Tucker **Contractor:** Cahill Construction **Developer:** Mercy Housing SF Redevelopment Agency	**Bid:** $2,433,635 **Change Orders:** $26,529 **Total Contract:** $2,460,164 **Payments:** $251,005 **Duration:** 638 days **Extensions:** 0 days **Total Duration:** 638 days **End Date:** 12/06/05	Rebar installation first floor slab & column cages No change orders this month	

Glen Park Branch
2815 Diamond Street

District/Supervisor:
8 / Dufty
Architect:
Sternberg Benjamin (shell)
Tom Eliot Fisch (interior)
Contractor/Developer (shell):
Diamond LLC
Contractor (interior):
TBD

Purchase Price: $3,361,000
Est'd Complete: 9/1/05*

Excavation & piles complete
First floor reinforcing
No payments made till finished
Design of interior construction proceeding. Bid summer 2005.

* Interior construction begins

DRAFT

San Francisco Public Library

WHEREAS, the San Francisco Public Library Commission is pleased to RECOGNIZE, HONOR, and COMMEND the many significant contributions which former Library Commission Secretary and San Francisco Public Library Director of Operations & Maintenance RICH WALSH has made to the betterment of San Francisco's public libraries during his decades of service and leadership on behalf of our libraries; and

WHEREAS, throughout his many years of service to the City & County of San Francisco RICH WALSH has earned the affectionate regard and professional respect of his colleagues through his passionate devotion to public service, his enthusiasm for doing every job well, and his well known love for the history and traditions of San Francisco; and

WHEREAS, the invaluable contributions and respected professional accomplishments of RICH WALSH, justly renowned for his unrivaled knowledge of the often arcane processes essential to getting things done, as well as his decades of experience with and famed skill at building cooperative partnerships with other city departments have significantly benefited the San Francisco Public Library and the people of San Francisco; and

WHEREAS, the San Francisco Public Library Commission will SALUTE its' former Secretary and longtime Library manager RICH WALSH, as an outstanding exemplar of the high ideals of professional achievement, personal character, and public service leadership at its regular meeting on October 21, 2004; Now,

Therefore, Be It Resolved that the SAN FRANCISCO PUBLIC LIBRARY COMMISSION in RECOGNITION and HONOR of his decades of outstanding exemplary public service and dedicated hard work and in recognition of his retirement from the Library, do hereby RECOGNIZE, HONOR, AND COMMEND

RICH WALSH

In Witness Whereof, I have hereunto set my hand and caused the seal of the San Francisco Public Library Commission to be affixed.

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2004